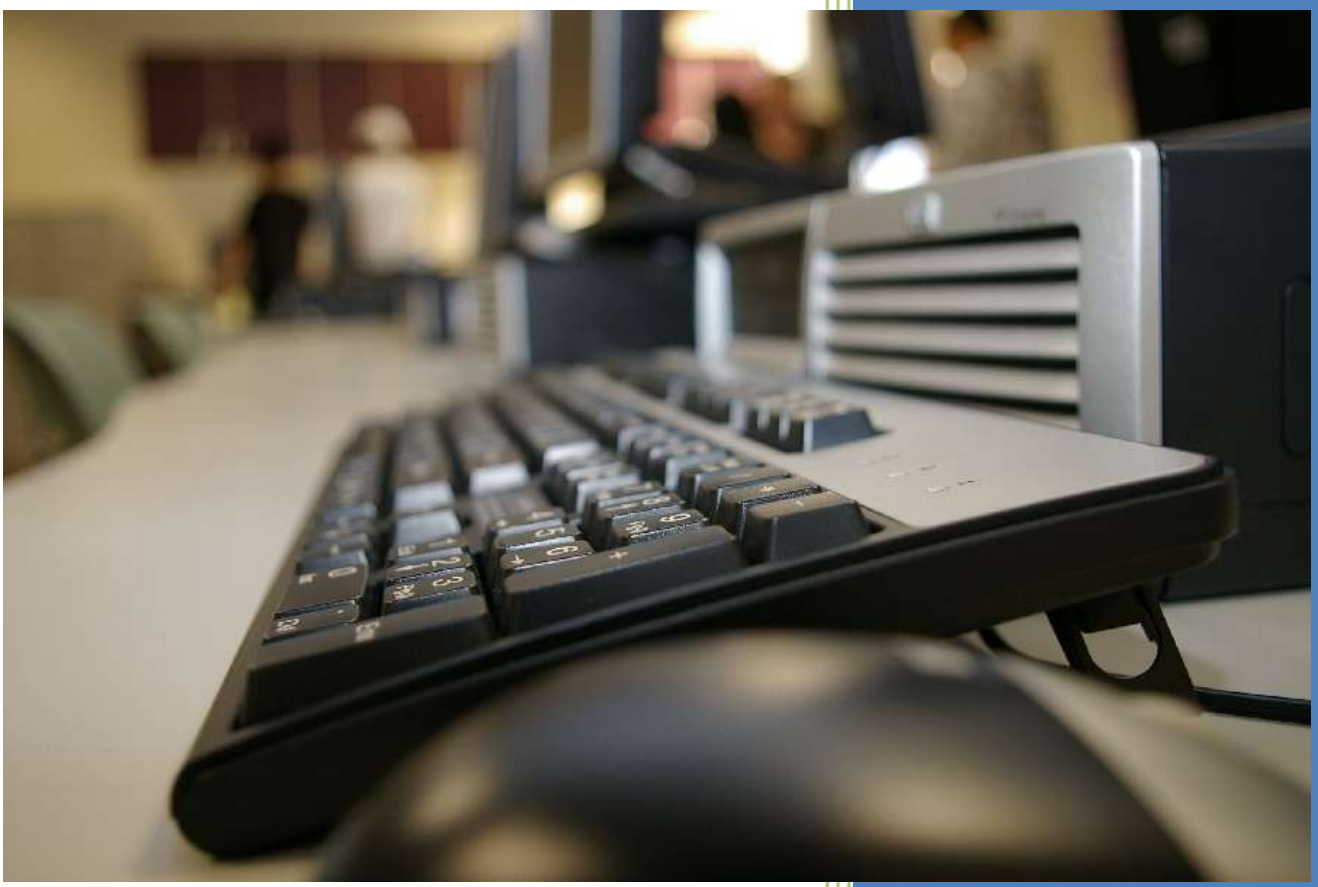
Technology Manual



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Need Help?

For hardware problems, please contact the **Help Desk** (help@rentonschools.us or phone 4-4357).

Examples of issues:

- Computer login
- No internet connection
- Computer won't turn on
- Phone problems
- Computer is asking for updated software
- SharePoint login keeps popping up
- Install software
- Broken hardware

For software support, please contact your **Technology Facilitator** (see the Instructional Technology website for phone listing).

Examples of issues:

- Need help using a program (SRI, DIBELS, Outlook, Word, etc.)
- Need login information for a program or service (Atomic Learning, Classroom Website, SRI, DIBELs, etc.)
- Would like to integrate or develop a technology infused unit or lesson
- Schedule or request technology training
- Presentation station issues

Technology Training:

Tech Hours:

Certificated staff currently has 8 tech hours available each year for technology professional development.

HRM Portal:

Technology training is coordinated and offered through the Department of Instructional Technology throughout the year. District professional development classes are posted on the HRM portal. If you do not have an account, click on "Register" and fill in the appropriate information (you will need your employee ID # and e-mail address).

Atomic Learning:

In addition to district offered professional development, you are also invited to go to www.atomiclearning.com and participate in online technology professional development. This service is available to all RSD employees. Atomic learning has video tutorials for a plethora of computer programs. Simply choose the program and topic you want to learn about and watch the video! Make sure to keep track of the total amount of time you spend viewing tutorials and practicing the skills…that is the number of hours you submit on the tech hour form.

For first time users:

Login = full e-mail address (first.last@rentonschools.us)

Password = (same as your computer login password)

Forms:

- **Certificated Tech Hour form -** click here.
- **Administrative Extra Hrs. form –** click here.
- **Classified Training form –** click here.

Check Tech Hours you have used and have left here.

Computer Logins

K-3rd grade: (This is also referred to as the ELEM login or "generic" login. It has the highest level of internet filtering and restrictions)

Login: elem
Password: (contact your TIS)

Student Logins:

Login:

- the first 12 letters of their last name; excluding hyphens, apostrophes, and spaces
- period
- their first initial and then Internal ID#
- Sample: smith.j12345

Password: internal ID # / Password: renton + internal ID # (for secondary students)

Staff Logins:

Login:

- First name
- Period
- Last name
- Sample: john.smith

Password:

- Call the help desk to have your password reset (4-4357)

Phone Setup

VOIP Phones - Directory Feature (Finding a phone number in your building)

1) Press the softkey below the word "DIR" on the display
2) Use the dial keypad to put in the first letter of the first name. (ie: press 5 once for "J", or twice for "K", or three times for "L", etc.)
   (you may have to go through Building names at this time to get to a specific individual in the KEC….this directory is for this building only also if a name is associated with both a "boss" and a phone keyset it will show up twice)
3) Scroll using the "NEXT" softkey
4) Then when you find the correct number press the "DIAL" softkey.

To Change the ringer on the new VOIP phones:

1) Press and hold the OK button
2) Scroll down to "Userdef"
3) Then pick "Ring Type"
4) Then you have the option to do the ringer for either internal or external calls
5) Choose one and press ok
6) Push the "Edit" softkey
7) Scroll to choose
8) Press OK when you have made your choice
9) Press ESC on the softkey until the volume choice appears
10) Scroll to "volume" to hear your choice and then ESC to the idle display to complete

Voicemail Retrieval – VOIP phones

If the vm light indicator is flashing:

1) Press either the black MSG key or the softkey below the display that says MSG
2) When the attendant asks for your security code enter it and follow the normal vm instructions

To access the vm system when there is no vm indicator flashing:

1) Press the top key of the 4 that are programmable on the main keyset (or dial 4-2495)
2) When the vm system prompts you, enter your security code and proceed as usual (the system will prompt you step by step what to do) to access your messages.
3) ALWAYS REMEMBER…WHEN ASKED A "YES OR NO" QUESTION BY THE SYSTEM…
   Press "1" FOR YES AND "2" FOR NO.

To use the LOG feature:

1) Press the LOG softkey
2) Choose OUT or IN
3) Use the UP or DOWN key to scroll the calls
4) It will show and in district name or a PRI trunk
5) To find out the number…press NUM on the softkey

6) You may then choose to dial the number or press the spkr button to return to the idle stat

VOIP Phones: Voice Page (intercom over the phone speaker) - This feature is restricted to administration.

Programming the buttons on the phone:

1) You can program the 4 buttons on the main keyset that have white display background and all but the bottom two buttons on the added TEM. (those say shift next to them…when you press the shift button it allows a 2nd number to be programmed on each button on the TEM. This would give you a total of 44 possible programmed numbers…most of you will never need to use the shift)
2) Use the same procedure that was used to program buttons on the old phones:
   a) Dial #139
   b) Press the button to be programmed
   c) Put in the number you wish it to dial..including the 9 if it is an outside number
   d) Press the button to be programmed again
   e) Press the spkr button to set the programming

SharePoint

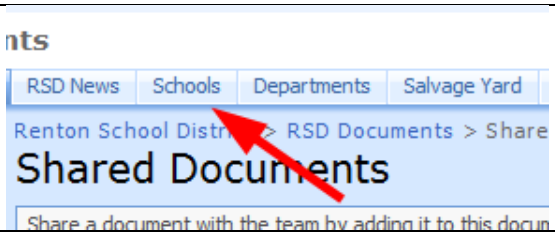
District Level Forms and Documents:

RSD uses SharePoint to store and organize district documents and forms. You can access SharePoint from outside the district by logging in. To log in, use your computer login and password with rsdnet\ before your first.last in the login: (rsdnet\first.last)

Each building has their own area in SharePoint as well as each department in the district office. To access SharePoint:

1. Open the website: www.rentonschools.us/start	
2. Click on "SharePoint"	
3. For district level documents, click "RSD Documents" (this is where you will find most forms)	

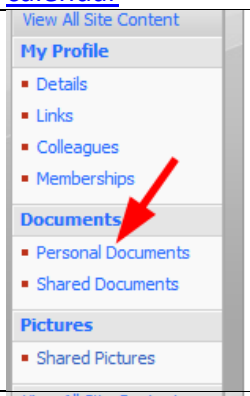
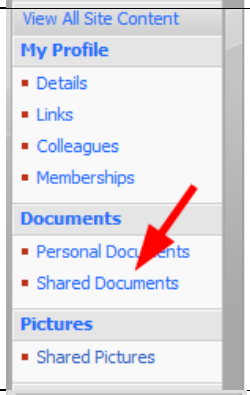
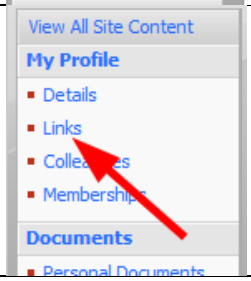
Building Level Forms and Documents:

1. From SharePoint, click on "Schools"	
2. Select your building from the list of sites	

3. Building documents will be in the menu on the left	

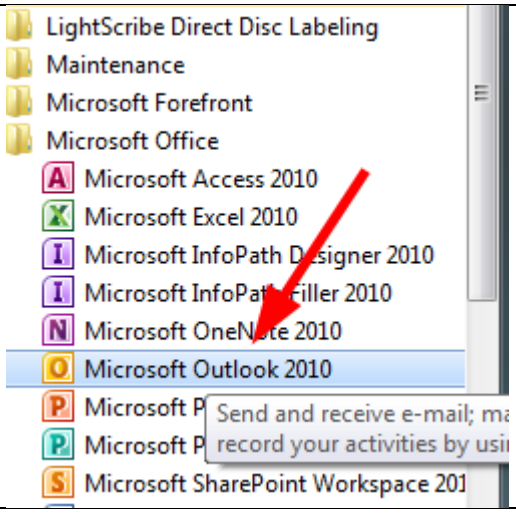
My Site:

Your "My Site" is your own personal SharePoint space. In it you can:

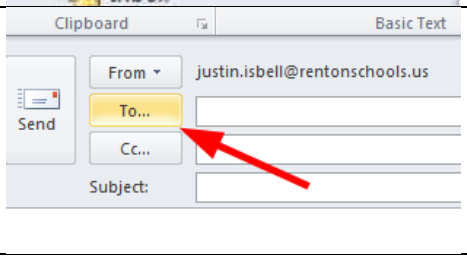
View e-mail, calendar, etc	Directions for: e-mail calendar
Store documents – Personal Documents This is where you can store documents if you want to be able to access them from outside the district.	
Share documents – Shared Documents area (you can restrict permissions for who can access specific documents)	
Keep a list of links you frequently use	

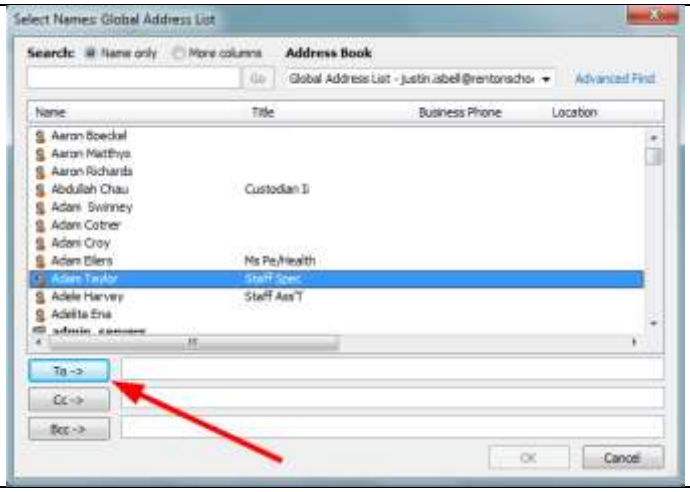
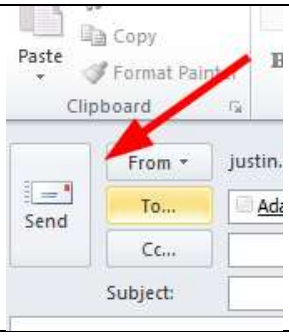
E-Mail

RSD uses Microsoft Outlook for e-mail and calendars. To access Outlook:

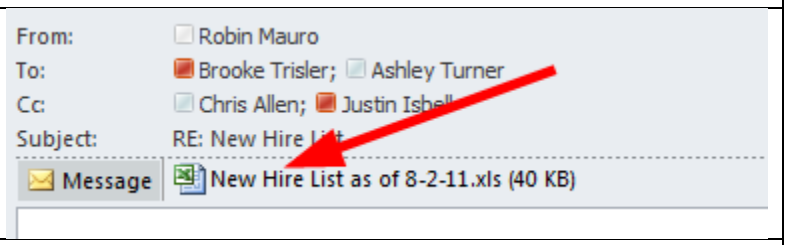
1. Click the icon for Outlook on your desktop	
1. If the icon is not there, open the All Programs list and select “Microsoft Office” and select “Microsoft Outlook”	

Creating an e-mail:

1. Click on “New E-mail”	
2. Click “To”	

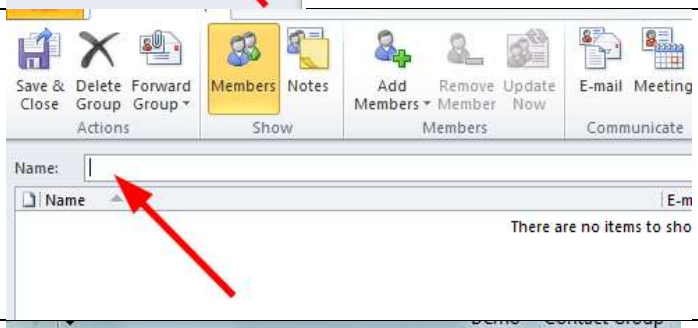
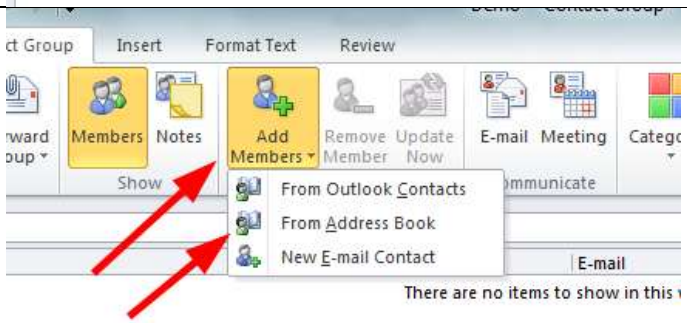
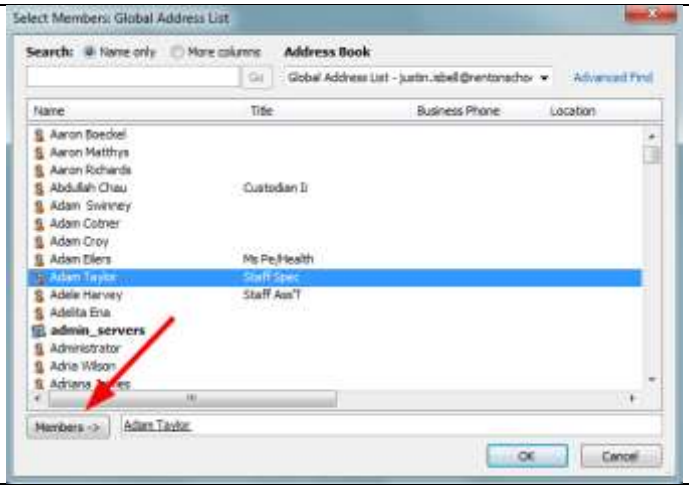
3. Select the person you want to send the message to and click “To” (to select multiple people, repeat the process)	
4. Select “Ok”, enter the subject of the message, and compose your e-mail	
5. When you are ready, click “Send” to deliver the message	

Opening an Attachment:

1. Open the e-mail message	
2. Double click on the attached file	
3. If you want to save the document, you must click the “Save As” once it is opened.	

Creating a Contact Group (Distribution List):

1. Click on “Contacts”	

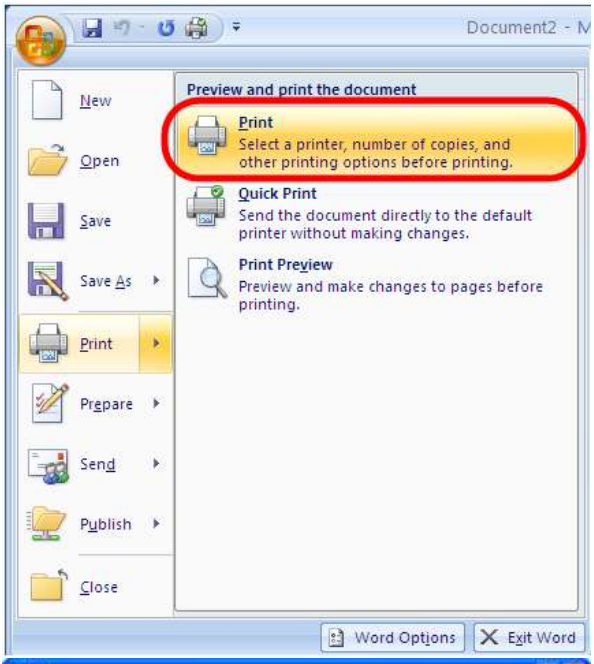
2. Select “New Contact Group”	
3. Type the name that you want associated with the group	
4. To add people, click “Add Members” and select “From Address Book”	
5. Select the person you want to enter and click “Members” (repeat for additional people). When you are done adding people, click “ok”	

Print Shop Orders:

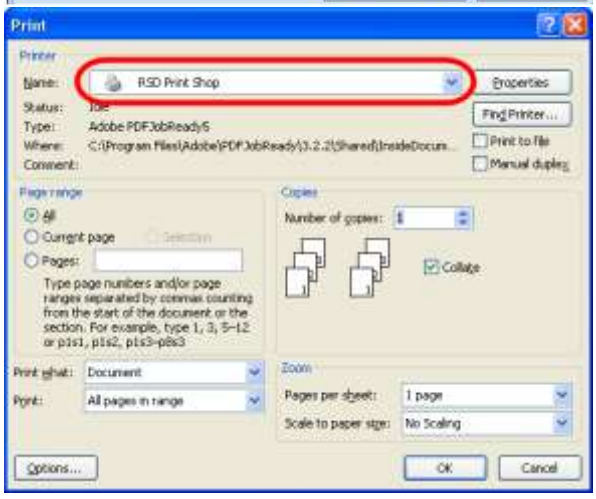
RSD Staff Printing an Order Electronically to the Print Shop

1. Open the document you would like to send to the Print Shop

2. Select File > Print from the menu



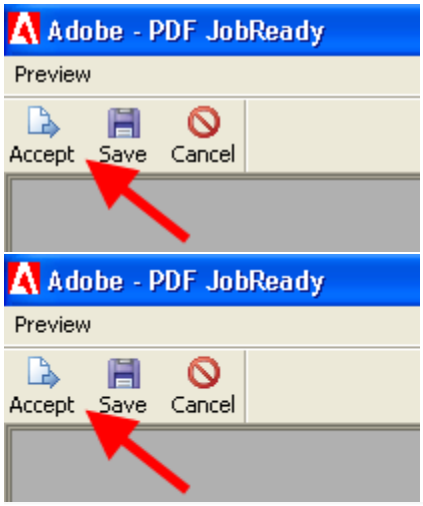
3. In the printer menu, choose the RSD print shop printer



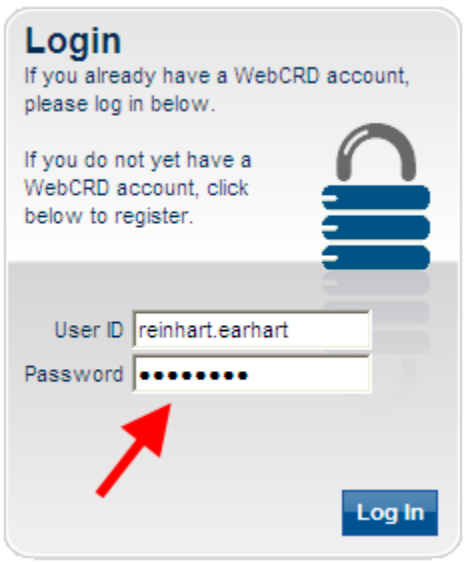
(Wait until a later screen to put in the number of copies you want. Just leave it as one here)

4. The same document will be opened in a new window with three choices in the top left corner

   (This can be slow to load as it converts and uploads.)
5. Select “Accept”



6. You will then be directed to the login page of the Print Shop

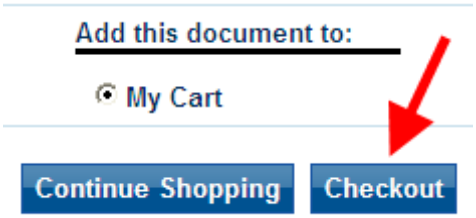

Login
If you already have a WebCRD account, please log in below.
If you do not yet have a WebCRD account, click below to register.
User ID
reinhart.earhart
Password
Log In

7. Your username will already be filled in, but you may have to re-enter your password (the dots that are already there are a filler)

   This is the same user name and password you use on your computer.

8. The screen may now have a few buttons:

   Continue Shopping, Checkout



   Continue Shopping means: You want to add more documents to the same order. It will close the window and take you back to your regular computer screen.

   Checkout means: You are ready to choose how many copies of each you want and other finishing options.

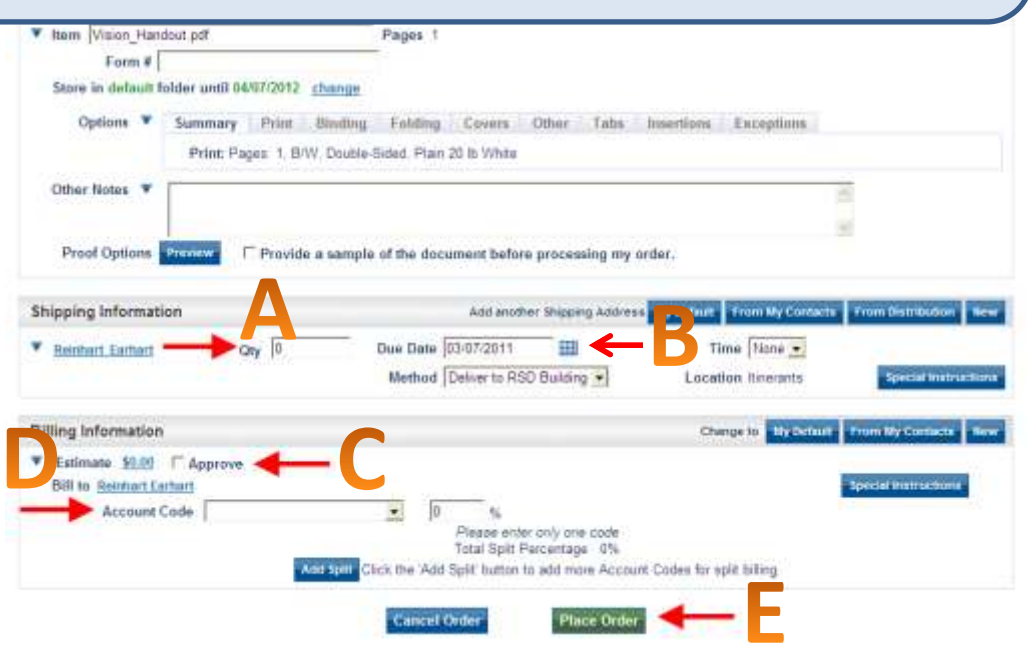
Did you know you can also send in print orders from home?

Go to http://printorders.rentonschools.us/ and download/install the RSD Print Shop printer on your home computer by clicking the link: Get the SurePDF Driver

Please note there is no technical support for software on home computers.

9. Selecting Checkout takes you to your "Cart" screen

Stapling and collate are under the BINDING tab. Hole punch is under the FOLD/PUNCH tab.



A. Enter the quantity you want printed

B. Choose your Due Date (At least 3 business days from today).

C. Click the approve box

D. Select your account code from the drop down menu

E. Click "Place Order"

Account Codes

The account code is for the Print Shop budget. If this job should be paid from another budget, please email helpdesk@rentonschools.us to have additional account codes added to your user profile.
If there are no account codes available, please email helpdesk@rentonschools.us to have the account code added to your user profile. Please indicate your assigned building in the email.

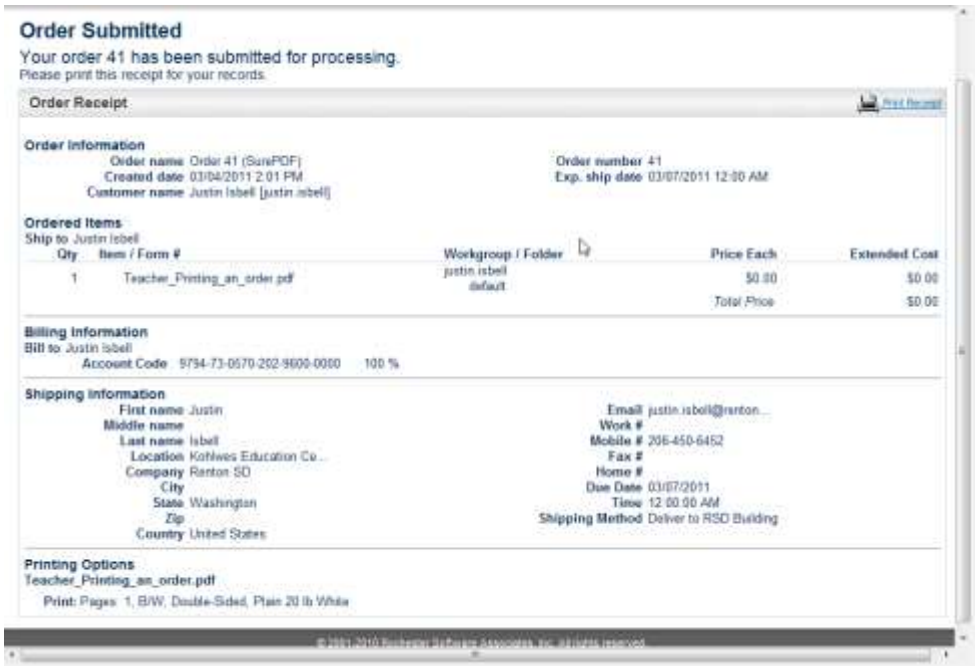
10. Once you have placed you order, there will be a confirmation screen that lists the job and contact details.

11. Close the window…you are done!

Some Additional Notes:

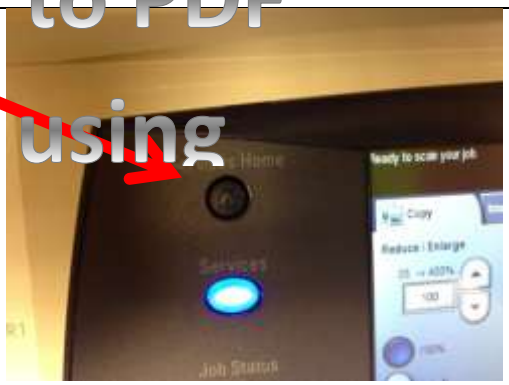
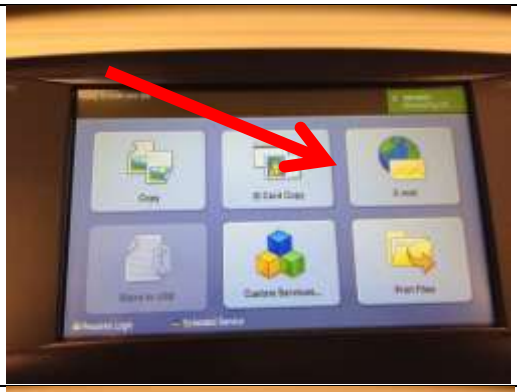
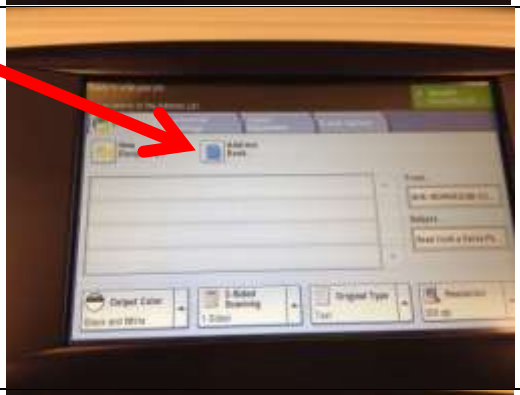
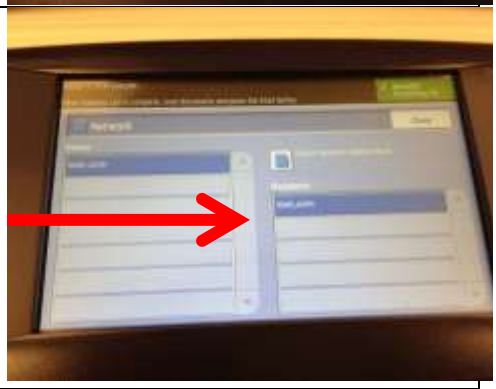
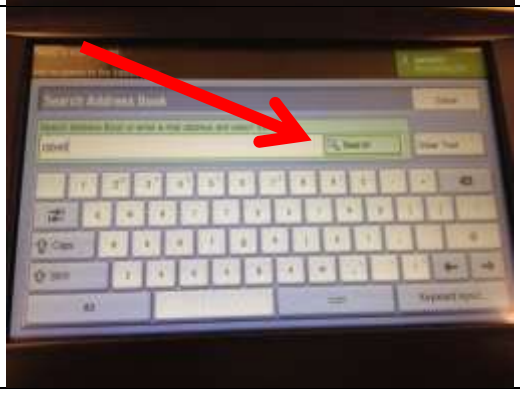
A. If the order didn't go through, the reason why will be at the top of the form, (usually in ORANGE letters).
B. If you get the message that the Due Date is too soon, that means you'll

need to choose a time farther out.



You can check current turnaround time on the Print Shop website: http://www.rentonschools.us/Departments/Print_Shop

Scanning to PDF using

After swiping the ID card, press the “Services Home” button		Choose the person from the list and press on their name	
Select “E-Mail”		Select “Add (To:)	
Press the icon for “Address Book”		Their name will now appear in the list on the right. Select “Close”	
Type the last name of who you want to send the scan to and press the “Search” button		Press the start button to scan your document	

For the Classroom

Attendance:

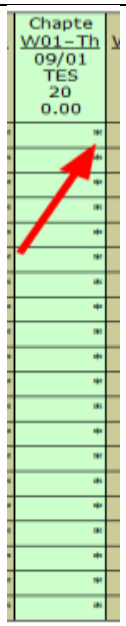
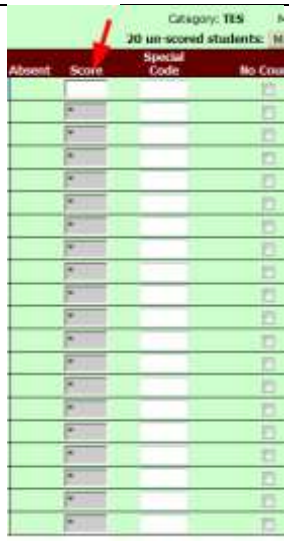
RSD uses Skyward for attendance. To access Skyward you will need to obtain a login and password from Student Services…phone 4-2333.

1. Open your internet browser	
2. Go to the website www.rentonschools.us/start	
3. Click the link for Skyward employee access	
4. Log in to Skyward	
5. From the "Educator Access" tab	
6. Select "Post Daily Attendance"	
7. Select "By Name"	Attendance for Wednesday, August 3, 2011 Only Display Classes that Meet Today 250 DIMMITT MIDDLE SCHOOL Dept Subject Terms Period Days Meet Class Description Attendance Options By Name | By Seating Chart | Assign Seats
8. Click the fields for present, absent, and tardy students	

Secondary Grading

Skyward:

1. From the “Home” screen in Skyward	
2. Select “My Gradebook”	
3. Select the course you want to enter grades for	Reports for All Classes Posting Status 250 DIMMITT MIDDLE SCHOOL Dept Subject Terms Period Days Meet Class Description Secondary Gradebook
4. Click on “Assignments” and then “Add Assignment”	
5. Enter the assignment name, dates, and then select “Save and Back”	Add Assignment Save and Back Save and Add Another Save and Score Undo Back Select the Classes where this Assignment should be added

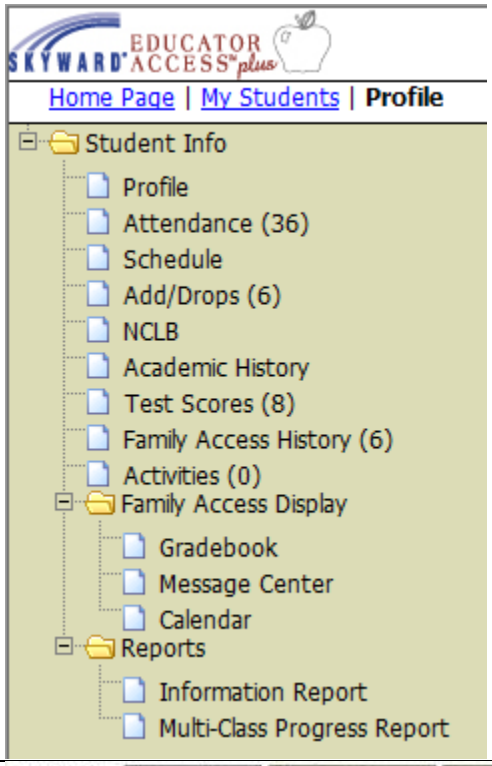
6. Click on the asterisk for one of the students	
7. Enter the student scores in the score column	

Skyward Family Access Teacher Views

When we turn on Family Access on December 1st, you will see under Family Access Display, 3 things you will be able to view from the same perspective as your students/parents:

- Gradebook
- Message Center
- Calendar

You can find these options by selecting a specific student's profile.



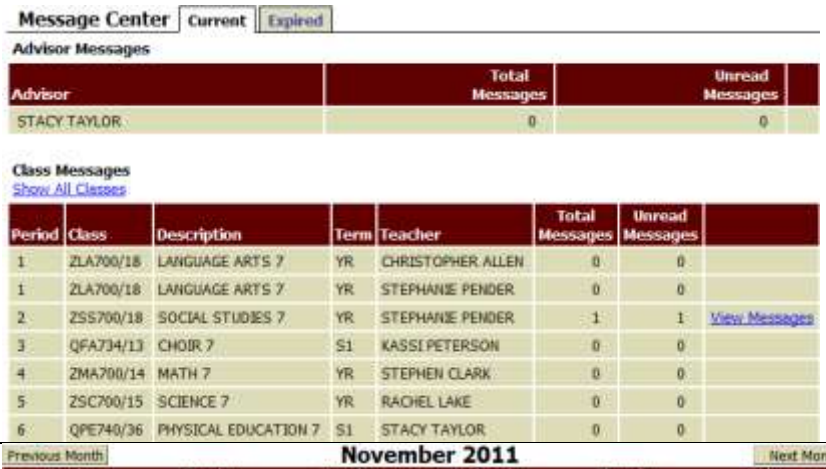
Clicking on Gradebook gives you an instant **Progress Report** for all that student's classes.
The tabs at the top:
Missing Assignments lists ALL missing assignments for EVERY class.
Teacher's Log will show anything you added to the log for that student (provided you checked the box(es) to make that log note visible (The log is located in the gradebook under Display Options ->Teacher's Log)
Comments are what teachers added during report card posting time.

Detailed grade book for that class is found by clicking on the underlined GRADE for that class.

Gradebook
Progress Report
Missing Assignments
Teacher's Log
GPA
Comments
Classes for: Term 2/Semester 1 (11/05/11-01/27/12) Prev
View All Classes | Show Dropped Classes
Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	Teacher	Q1	Q2
1	ZLA700/18	LANGUAGE ARTS 7	YR	STEPHANIE PENDER	D	F
2	ZSS700/18	SOCIAL STUDIES 7	YR	STEPHANIE PENDER	C	F
3	QFA734/13	CHOIR 7	S1	KASSI PETERSON	D	D
4	ZMA700/14	MATH 7	YR	STEPHEN CLARK	D	C
5	ZSC700/15	SCIENCE 7	YR	RACHEL LAKE	C	A
6	QPE740/36	PHYSICAL EDUCATION 7	S1	STACY TAYLOR	D	A

The Message Center shows all the messages that have been sent by any of his teachers to his/her entire class.
To create a message that can be sent to your entire class as well as emailed and/or posted to the calendar, please refer to the "Skyward Message Center for Teachers" document.

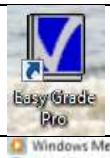
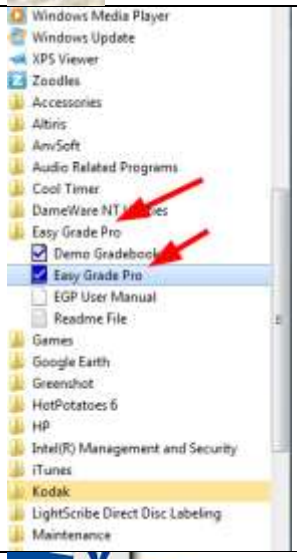
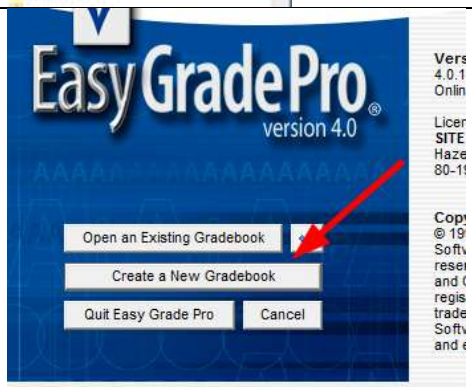
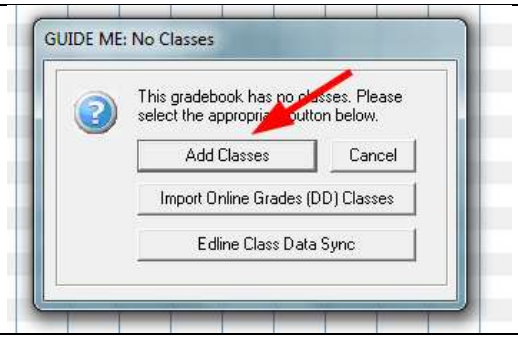


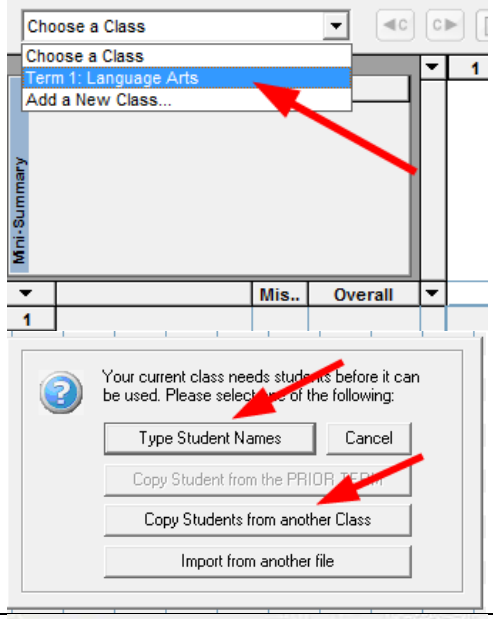
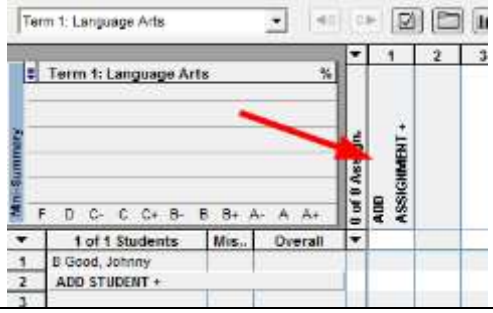
The **Calendar** displays all the DUE DATES for all the student's classes. **Red** assignments are those coded as MISSING from the gradebook. **Message Center** messages are coded as **MC** and can be hovered over to see the message or clicked on to see the entry and access any attached documents.

NOTE: The Show ST-Student Tests checkbox at the bottom refers to state assessments (MSP, etc..) and NOT any assignments you put in the category "Test".

Elementary Grading

Easy Grade Pro:

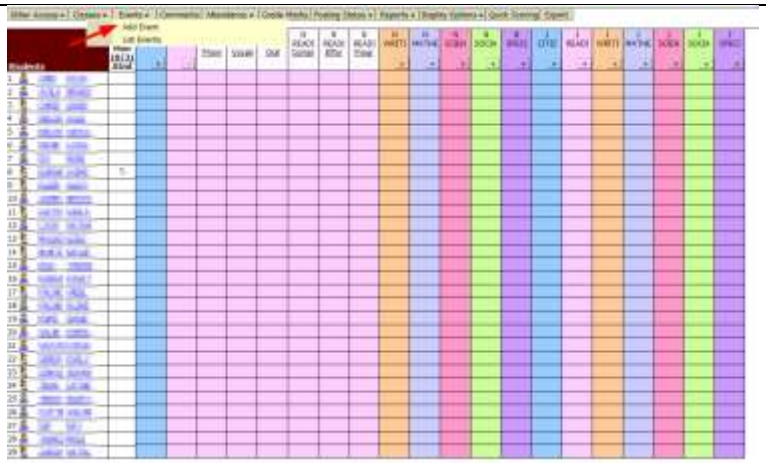
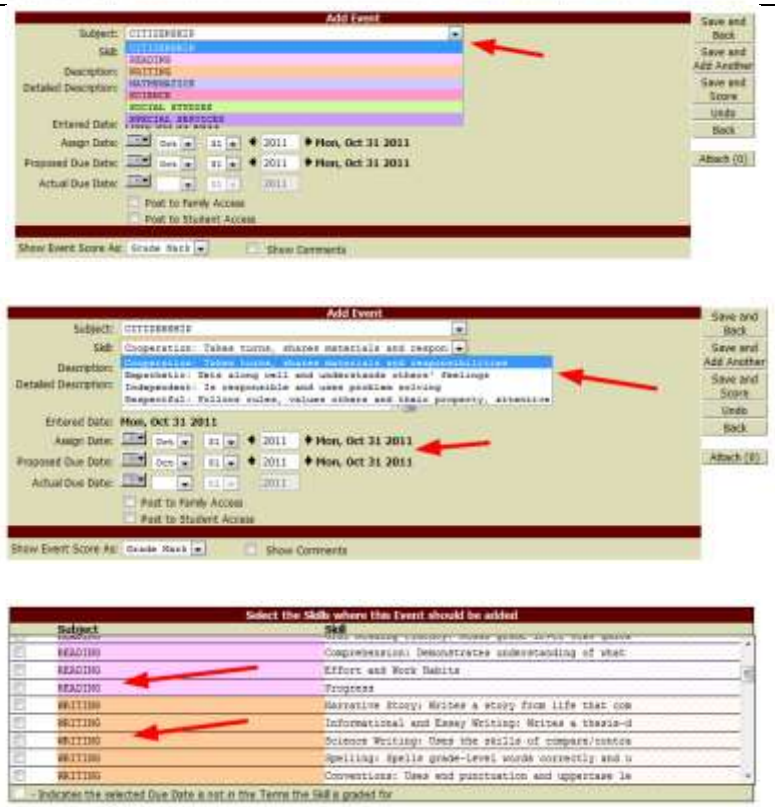
1. Click the Easy Grade Pro icon on your desktop	
2. If it is not on your desktop, click “Start”, “All Programs”, then the Easy Grade Pro folder, and then “Easy Grade Pro”	
3. Select “Create New Gradebook”	
4. Choose a location to save and name your grade book (remember these!)	
5. Select “Add Class”	

6. Type the name of the class (Subject), select the term, and then select “done”	
7. The first time you choose the class you will be prompted to enter student names. On subsequent classes, you can copy the students from the first class you typed them in.	
8. To add assignments, click “Add Assignment”	

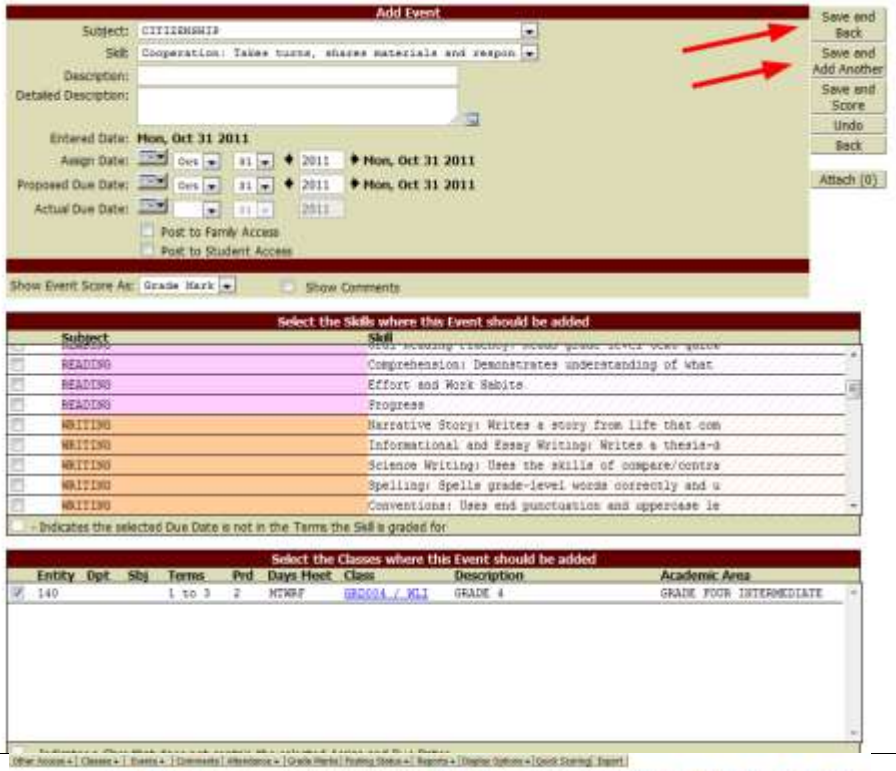
Elementary Skyward:

Entering assignments (“Events”)

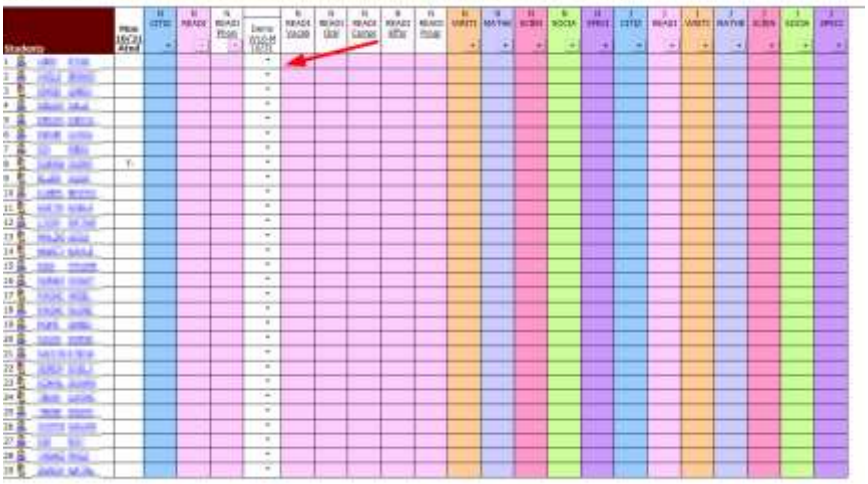
1. From the home screen on Skyward, select “My Gradebook”	
2. Select the link “Standards Gradebook”	
3. Your grade book displays each content area and standard. To expand or collapse each grade area, click the + or – below the subject column heading	

4. To add an assignment (“event”) select the “events” button and then choose “Add Event”	
5. In the window that appears, select the subject, skill, dates, and other subject/skill areas that the assignment covers	

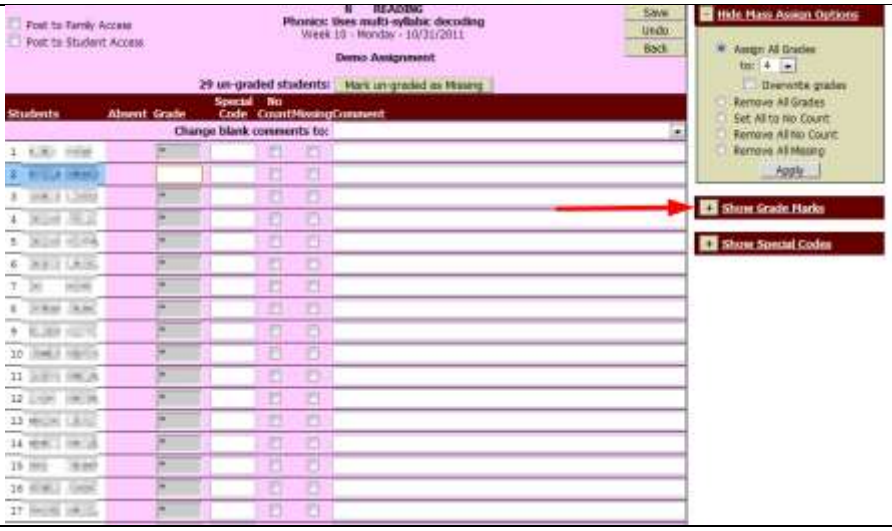
6. Select “Save and Back” to go back to your grade book and enter scores
   -or-
   Select “Save and Add Another” if you have more assignments (events) to put in



7. To enter scores for an assignment (event), click on the asterisk for one of the students

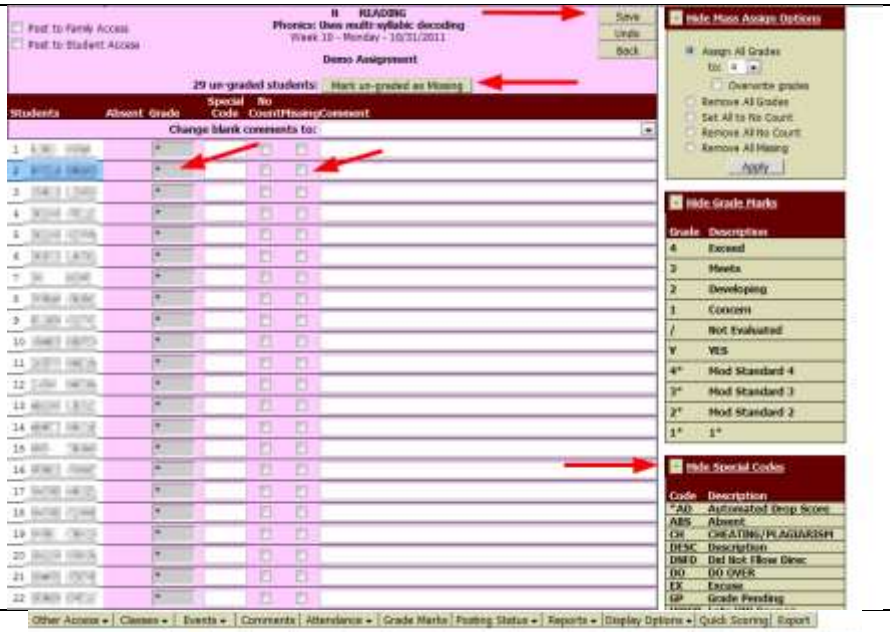


8. To see the available grade marks, and special codes, click the + next to each category



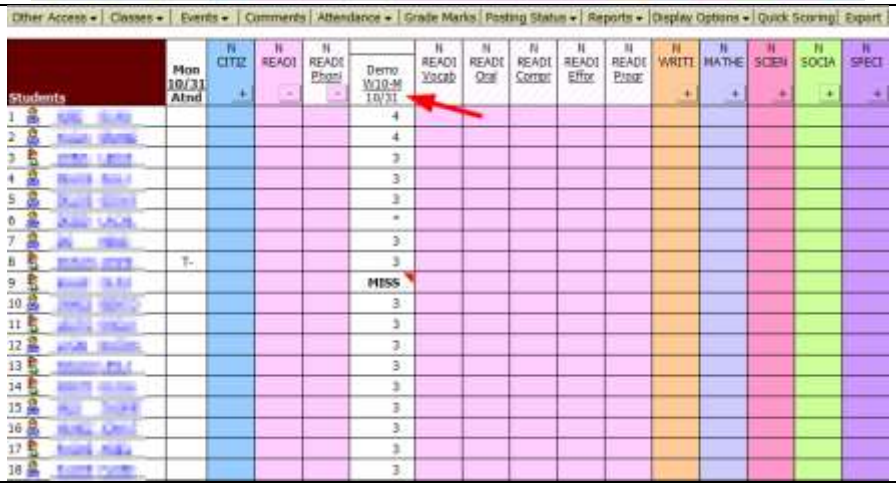
9. The first column with asterisks is for the score. The second blank column is for special codes (such as MISS for missing). You can also check a box for “no count” or “missing” as well as entering comments for a student’s score

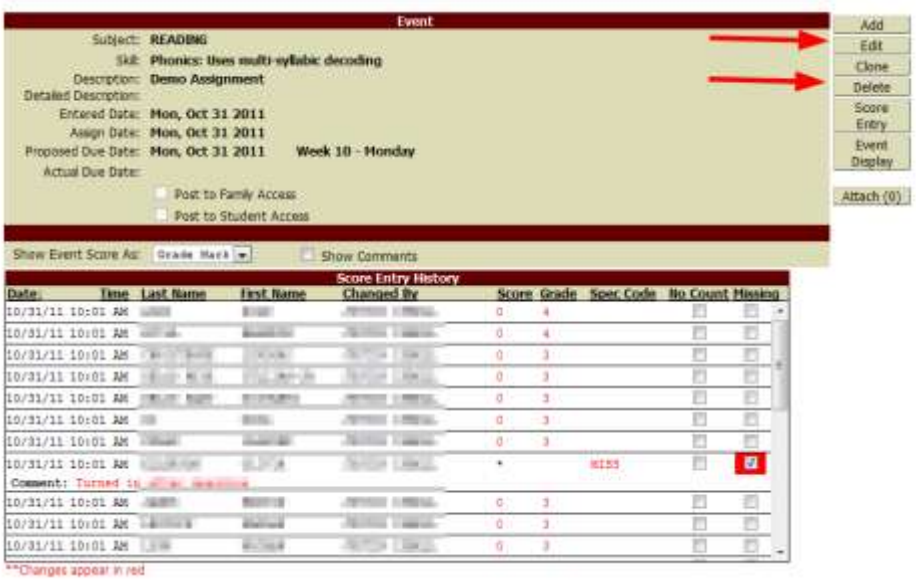
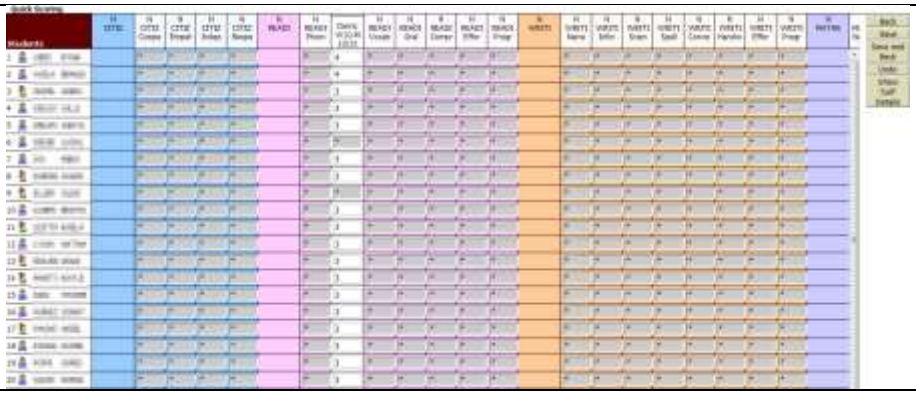
*REMEMBER – select “Save” at the top of the screen!



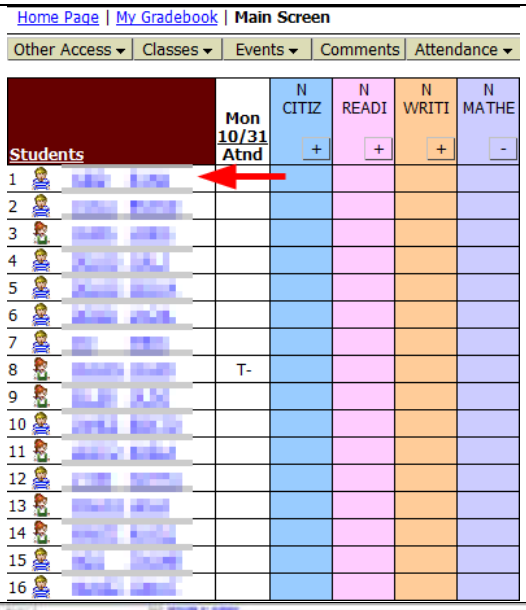
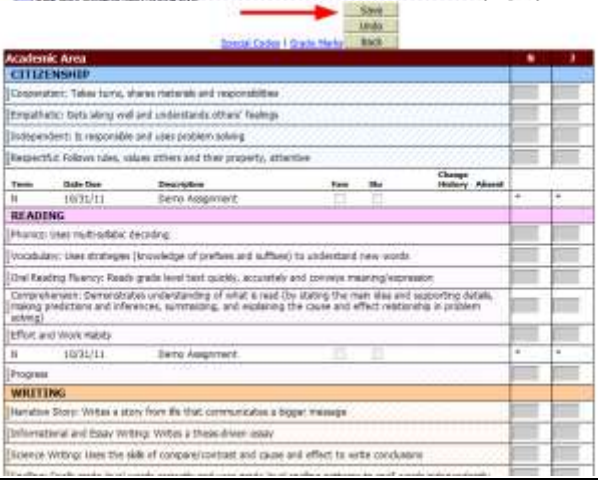
10. Students who have received no score will have an asterisk, and students with a special code will show the code. Comments are marked by the red triangle in the corner of the assignment box

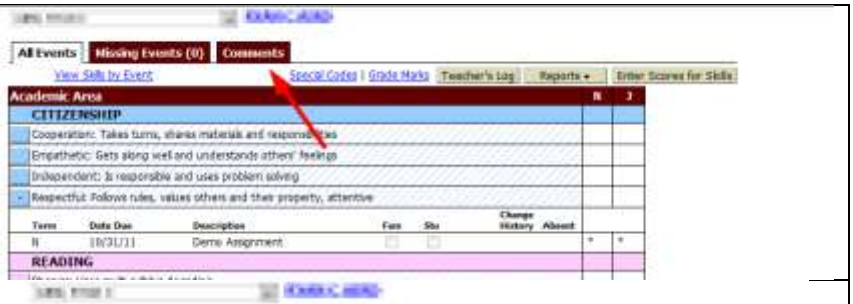
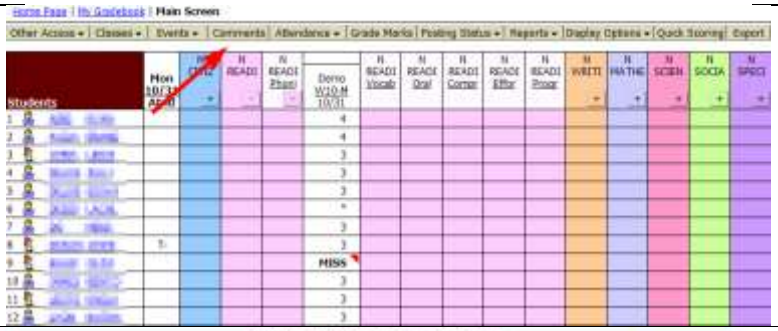
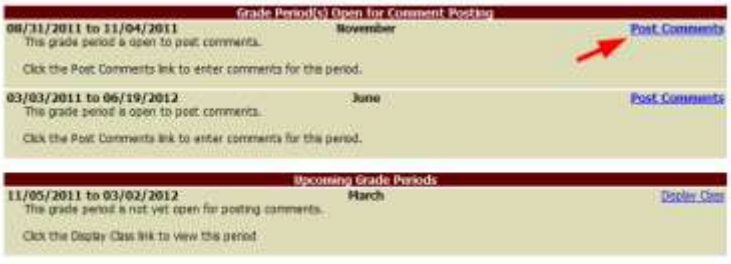
11. To edit the assignment, double click on the assignment heading

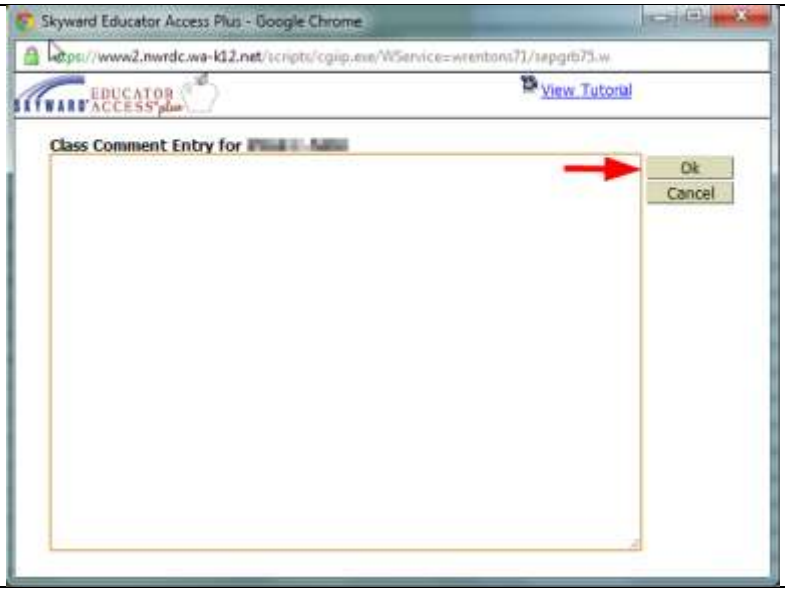


12. On the right of the screen you will have options to edit, clone, or delete the assignment	
13. If you would like to enter scores for multiple events at a time, select “Quick Scoring”	
14. This will open a screen with asterisks in all areas and events. You can now enter scores in any cell	

Grading for report cards:

1. From the grade book screen, click on a student's name	
2. The student report card will appear. Select the button to "Enter Scores for Skills"	
3. The cells become active to enter scores. Once all scores have been entered, click on "Save"	

4. From the student report card screen, select the “Comments” tab	
5. Select the “Edit Comments” button	
6. Enter comments in the text field and select “Save” when you are done	
7. You can also enter comments from the grade book screen by clicking on the “Comments” tab	
8. Select the term for your comments	

9. Enter comments in the text bar, or click the “Expand Window” icon on the right of the bar	
10. This is what the expanded window looks like. Select “ok” when you are done entering comments	

11. When you are done entering comments for all students, select “save”

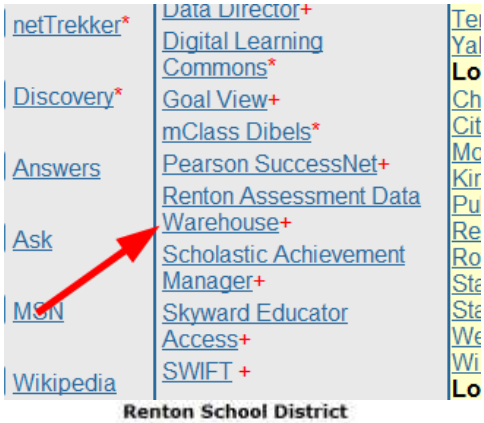
RAD (Data Warehouse)

In the 2010-2011 school year, RSD implemented the Renton Assessment Data Warehouse (RAD or "Data Warehouse". It is a one stop location where staff can view student assessment information, attendance, grades, discipline information, and much more. It is a location that is centered on providing comprehensive information on each student, class, building, and the district as a whole.

To access the Data Warehouse:

1. Open the internet and go to: www.rentonschools.us/start

2. Click on the link for "Data Warehouse"



3. Click the link for registered users

4. Enter your login and password

5. If you have forgotten your username, password, or would like training in navigating the RAD, contact your Technology Facilitator, Librarian, or Principal

SWIFT

Classroom Webpages

Each teacher has a classroom webpage that they can utilize as an additional means of communication. The webpages are built on the SWIFT platform and can be accessed from anywhere there is an internet connection both in and outside the district.

To create or modify your webpage:

1. Open the internet and go to	www.rentonschools.us/start
2. Click the link for "SWIFT 2.0"	
3. If you don't know your login information, contact your Technology Facilitator	
4. Use the tabs at the top of the screen to navigate through and edit each webpage	
5. For your changes on each page to stick, you have to click "save changes" at the bottom of the screen	

To access the SWIFT user manual, click here: SWIFT User Manual

Creating a Group from the Teacher Dashboard

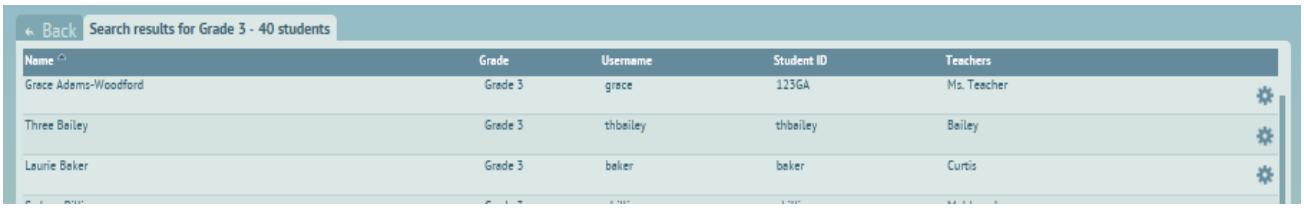
To create a group from the teacher dashboard:
1. Click Students at the top of the screen.
2. Click the Groups tab.
3. Select Actions to the right of the tabs.
4. Click Add.
5. In the ACTIONS menu, click Add new group.
6. Enter a unique name for the new group using up to 35 characters.
7. Click Save to finish creating the group.
8. Click Done to return to the Groups tab.

Adding Students (not owned by you) to your Class

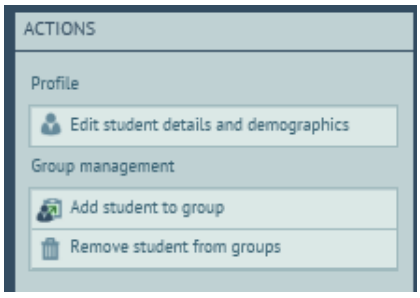
How to add one student to your class:

NOTE: You MUST add them to a group (Create group first if necessary)

1. On the teacher home page click the action icon in the search students box
2. This will bring up the Search All Students by Grade Box
3. Select the grade for the students you wish to add to your class.
4. This will bring up the students list of all the students in the system in that grade.



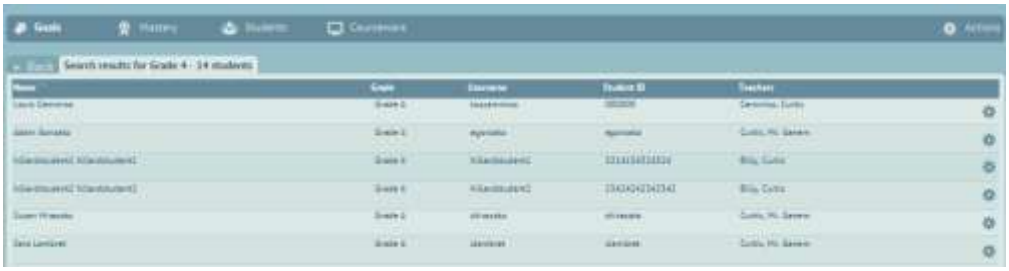
5. Select the action icon next to the student's name that you wish to add to your class.
6. From the Actions Box select Add student to group.



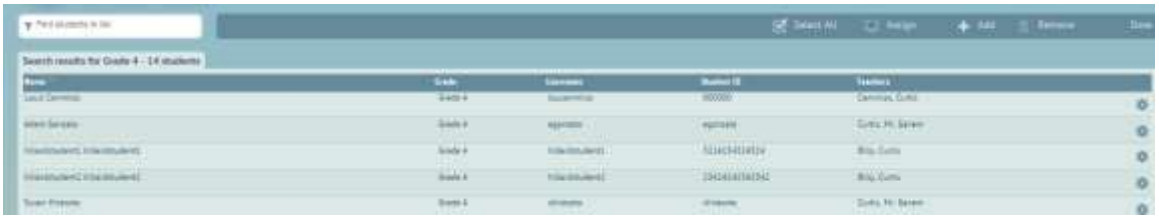
7. From the Add Students to Box, select the group name and select Add. The student will be added to the group.

How to add multiple students to your class:

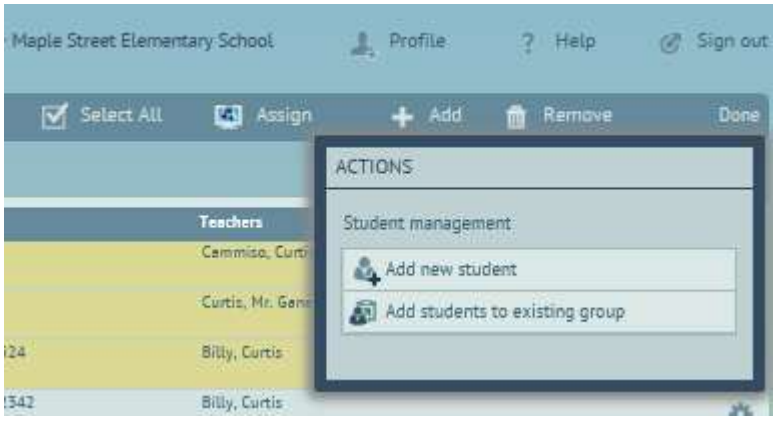
1. On the teacher home page click the action icon in the search students box
2. This will bring up the Search All Students by Grade Box
3. Select the grade for the students you wish to add to your class.
4. This will bring up the students list of all the students in the system in that grade.



5. Select the Action Button in the top menu bar to enter multi-edit mode.



6. This will allow you to select all students from the menu bar, or to click on multiple students from the student list.
7. Select Add from the multi-edit mode bar to bring up the Actions Box.

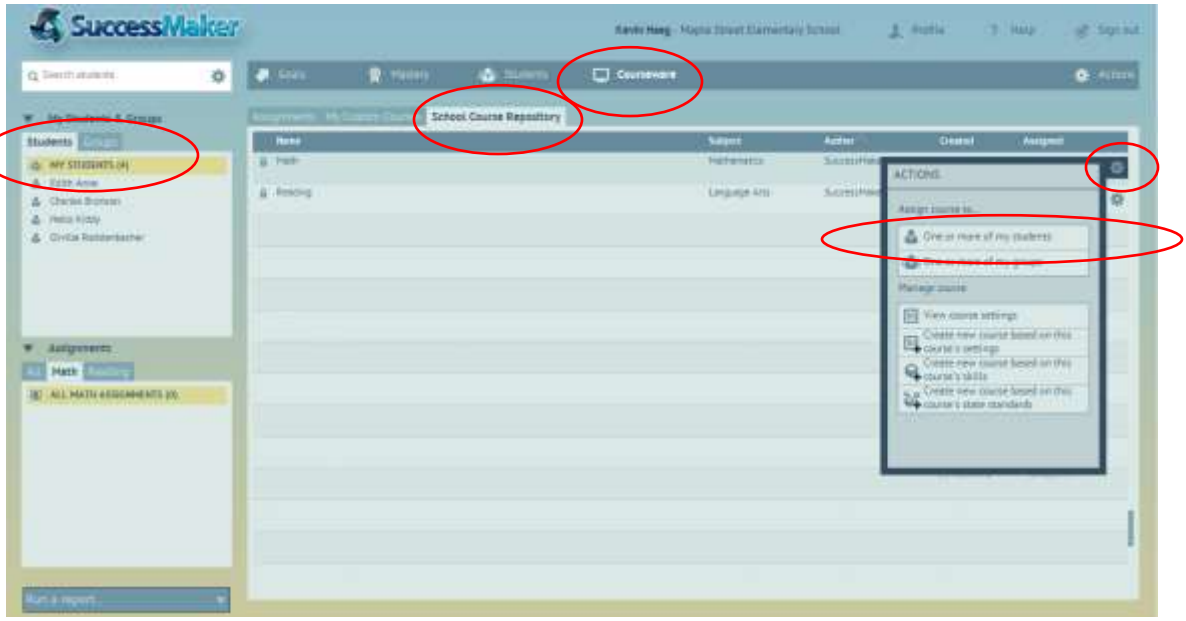


8. From the Actions box, select Add students to existing group
7. Select the group name and select Add. The student will be added to the group.

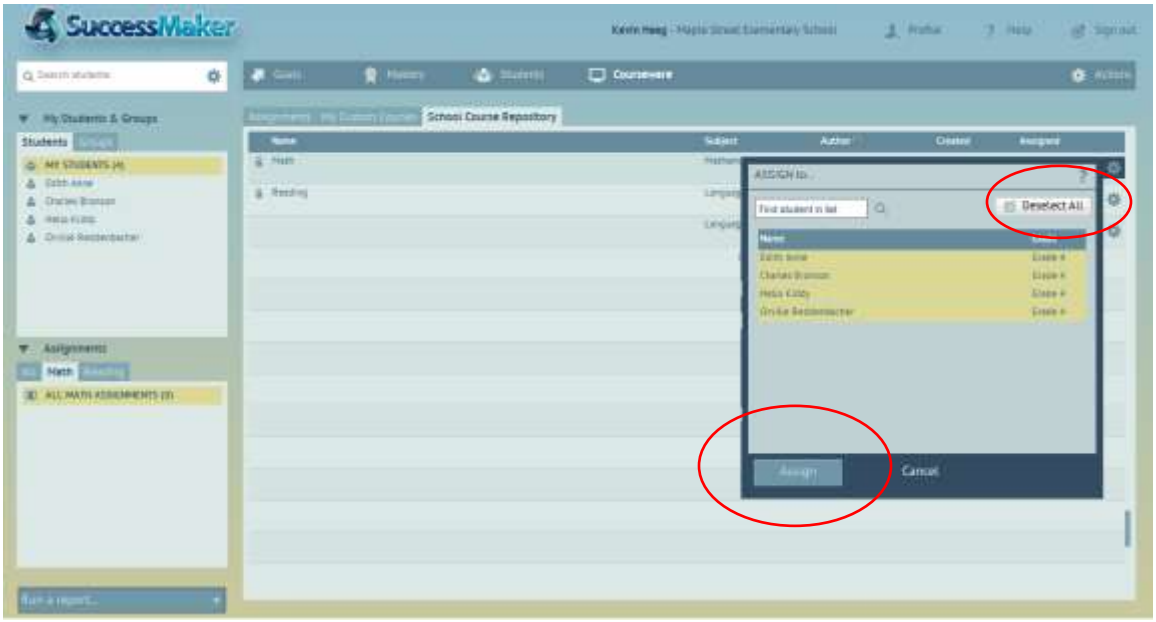
If this group to which you are adding the students has already received a group assignment, these new students will not automatically pick up the new assignement. The teacher must go back and give the assignement to the students.

Assigning Courses to Your Students

1. Highlight "My Students" in the Students tab
2. Choose "Courseware" on the top menu bar
3. Select "School Course Repository"
4. Click on the action gear for Math or Reading
5. Select "One or more of my students"



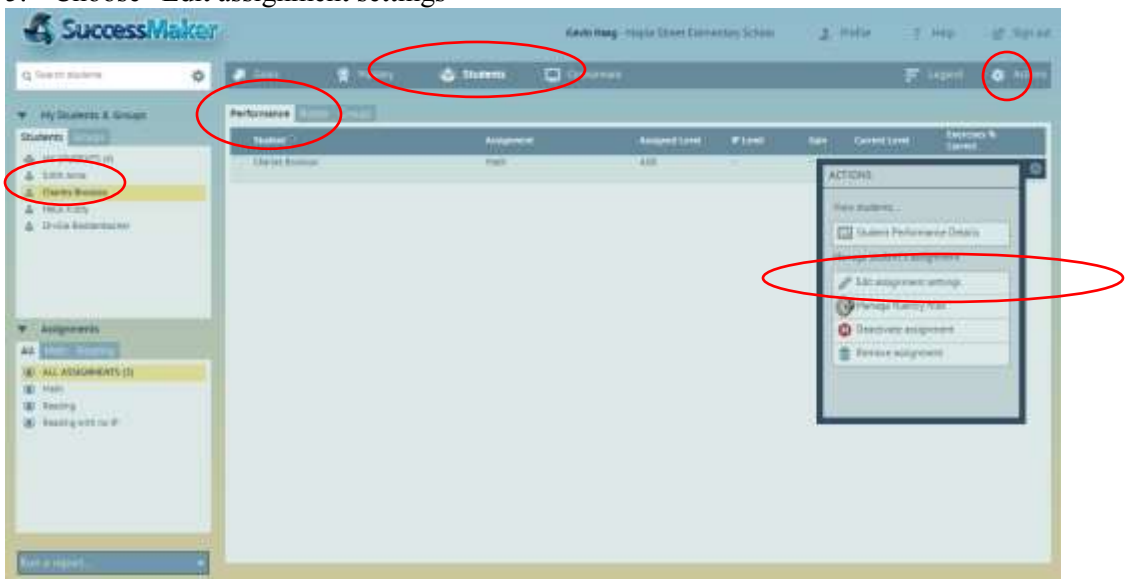
6. Choose "your group name" and click "Assign"



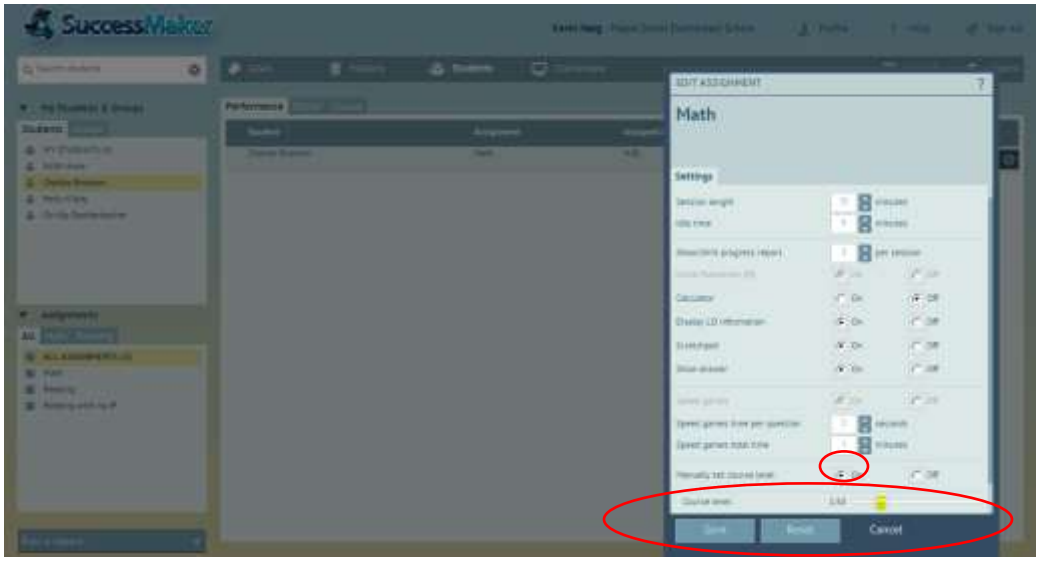
Adjusting a Student's Starting Level

This allows you to have a student begin Initial Placement (IP) at a different level than their demographic grade. This is particularly useful for students identified as performing significantly below grade level.

1. Click on "Students" in the top menu bar
2. Highlight the student name in the students list on left
3. Choose "Performance" tab
4. Click on the action gear for selected student
5. Choose "Edit assignment settings"



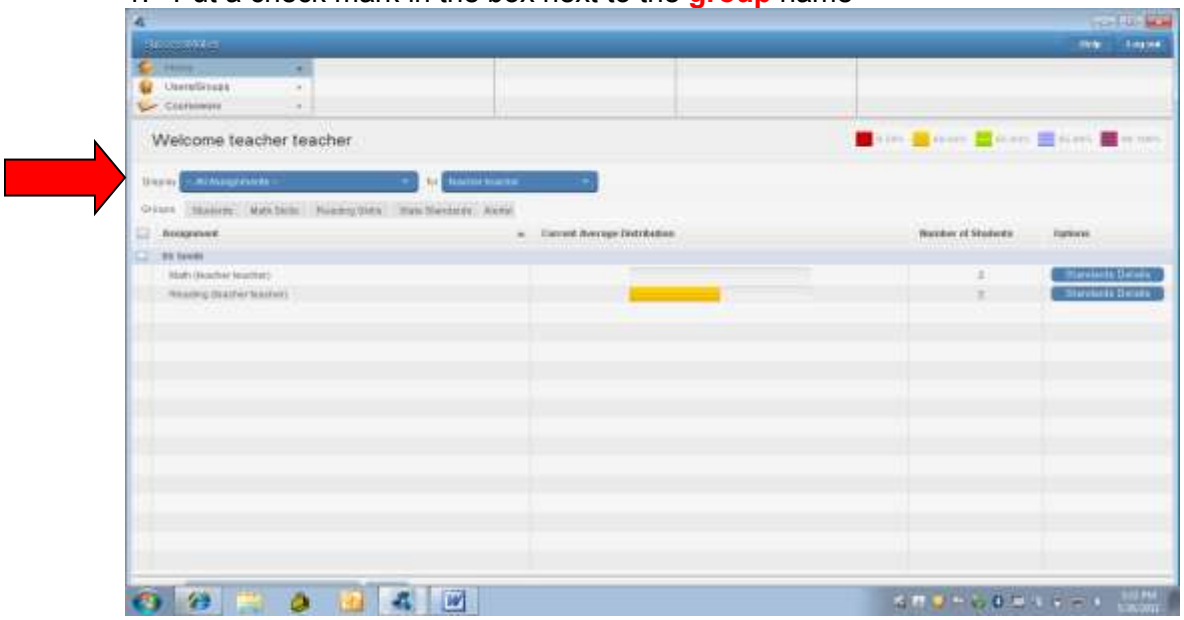
6. Click “On” to “Manually set course level”
7. Slide the “Course level” to desired starting point and click “Save”



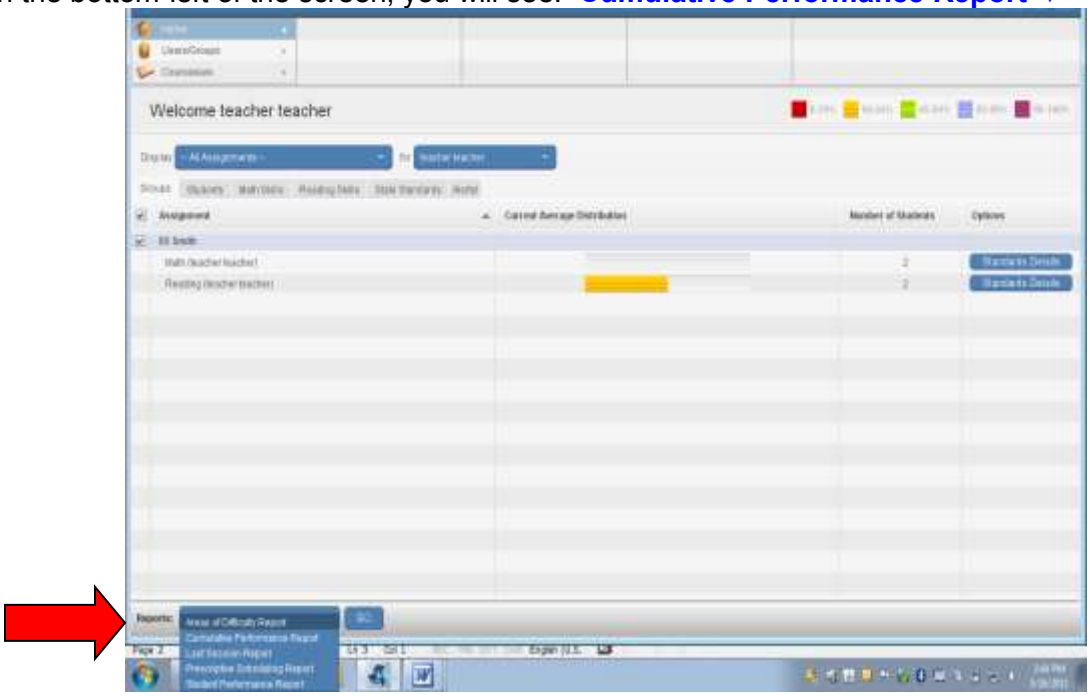
ew/Print/Save Success Maker Reports

Using the Groups Tab:

1. Put a check mark in the box next to the **group** name



2. On the bottom-left of the screen, you will see: **Cumulative Performance Report ▼**



3. Click on the triangle ▼ to see the reports selection

4. Choose the report you wish to run

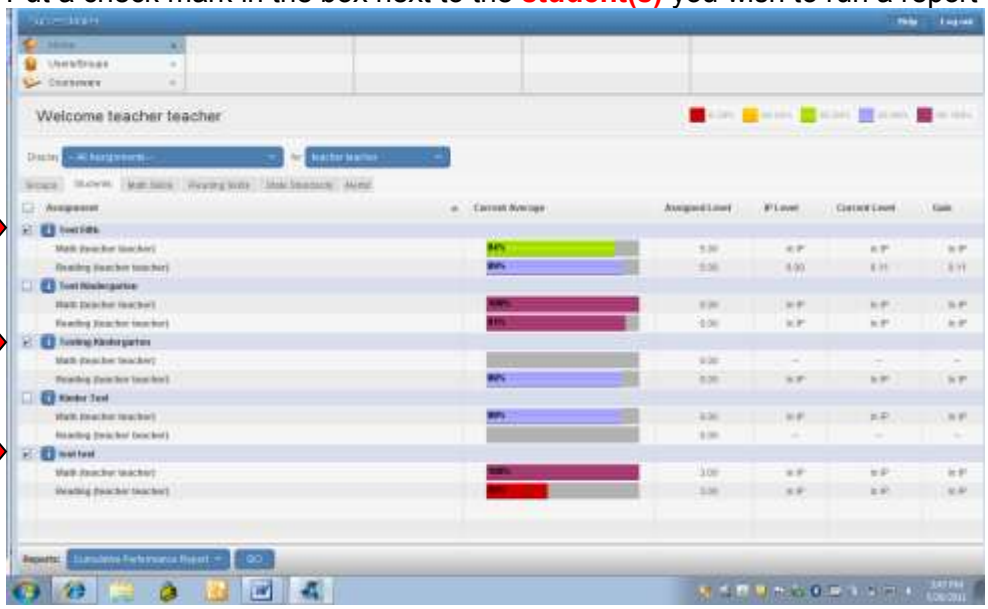
5. Click **GO**

6. Choose the Subject (math or reading) by clicking the ▼

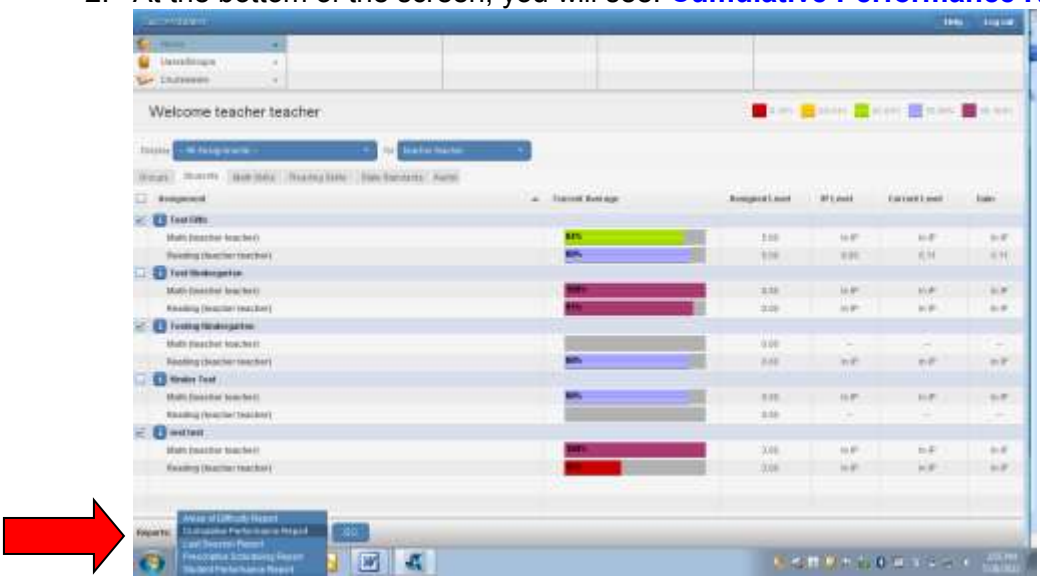
7. Click **Go** – at the bottom of the screen

Using the Student Tab:

1. Put a check mark in the box next to the **student(s)** you wish to run a report on



2. At the bottom of the screen, you will see: **Cumulative Performance Report ▼**



3. Click on the triangle ▼ to see the reports selection

4. Choose the report you wish to run

5. Click **GO**

6. Choose the Subject (math or reading) by clicking the ▼
7. Click **GO** – at the bottom of the screen

Printing and Saving Reports:

The top right corner of the report has three options:
Save as PDF - Save at CVS - Print

Report Descriptions

Last Session Report

The Last Session Report for both Math and Reading provides information about the last completed session for groups of students and for individual students in the group. The information includes performance as indicated by the number and percentage of attempted and correctly answered exercises. It also includes information about the date and duration of the student's last session. Running the Last Session Report weekly is recommended but it can be run as often as necessary.

Cumulative Performance Report

The Cumulative Performance Report shows information about student performance and progress including students' current course level and gain, usage time, raw exercise performance, and mastery performance. Running the Cumulative Performance Report weekly is recommended but it can be run as often as necessary.

Student Performance Report

The Student Performance Report provides detailed information about student performance and progress in a course. The report includes cumulative and recent performance information in both Math and Reading, Initial Placement performance information, and identifies specific areas of difficulty in a course. Running the Student Performance Report weekly is recommended but it can be run as often as necessary.

Skills Performance Report

The Skills Performance Details report can provide a list of all the proficiency scale ranges for a selected skill objective or only the skills for a selected proficiency scale range. For each skill, the report displays the name of the assessed skill and all students who have assessed that skill. The body of the report provides each student's name, percent correct, and the number of attempts for that skill objective.

Areas Of Difficulty Report

The Areas of Difficulty Report lists the skills in Math and Reading courses with which the selected students are having difficulty. The report groups students by these skills to allow teachers to determine which students require assistance and/or intervention. The report is available for default and edit by settings courses only. It is not available for custom by concept and custom by standards courses. Running the Areas of Difficulty Report weekly is recommended but it can be run as often as necessary.

Using SuccessMaker for Whole Group Instruction

Log into Successmaker

1. Click Courseware
2. Click Course – Reading or Math
3. Find the Original Reading or Math Course
4. In the body of your computer click **Save As** (on the far right side of the screen)
5. Click Customizing the Course by Concept

You will need to choose a grade level.

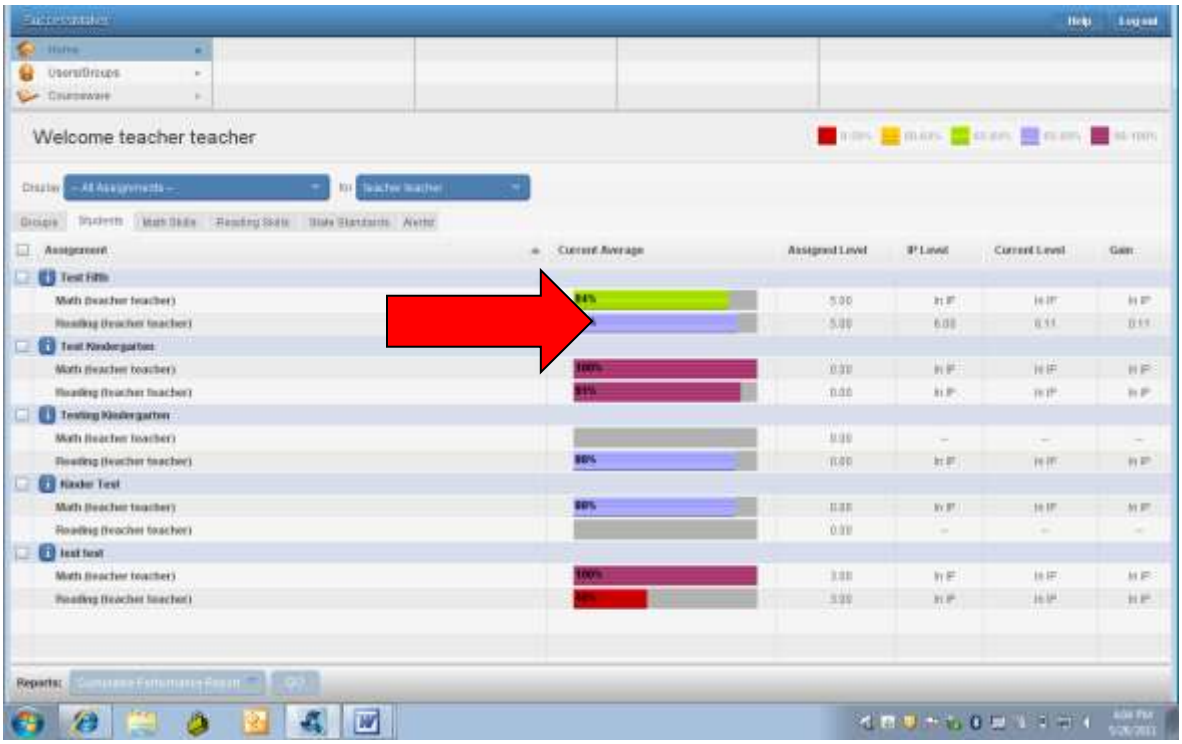
1. Click the **+** sign next to the concept
2. Keep clicking the **+** sign until you see the Learning Object description
3. Click on the words that describe the skill
4. Look to the right side of the screen and you will see the LO
5. Click on View LO to see the actual skills presented to the students

For Reading – Too View the Print Partner:

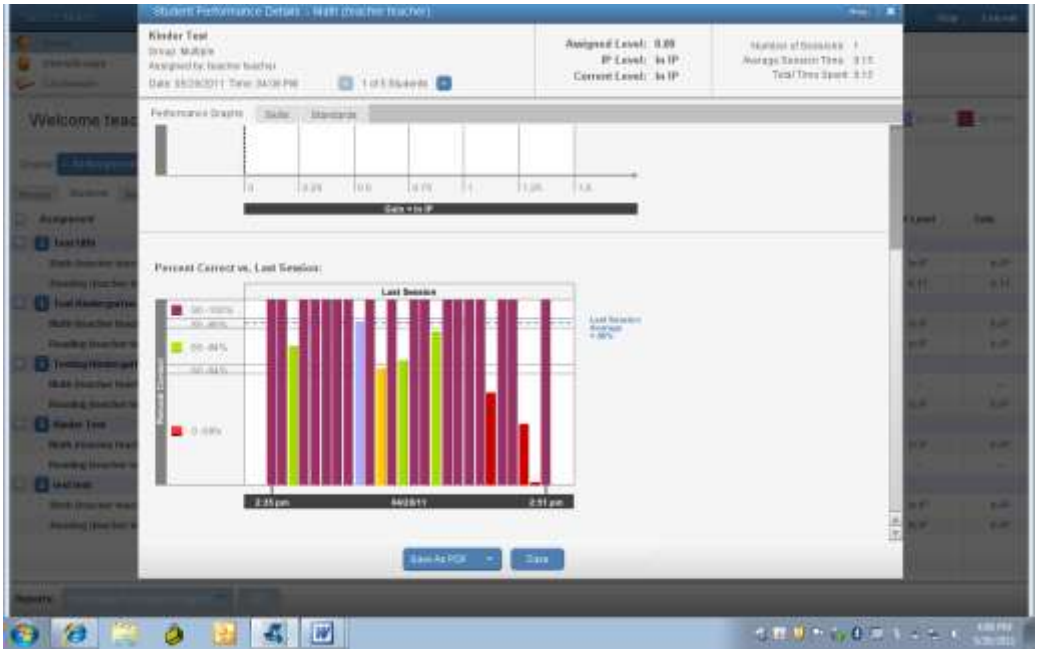
1. Click on Print Partner
2. Click on View Print Partners

dividualizing Instruction using Last Session Graph

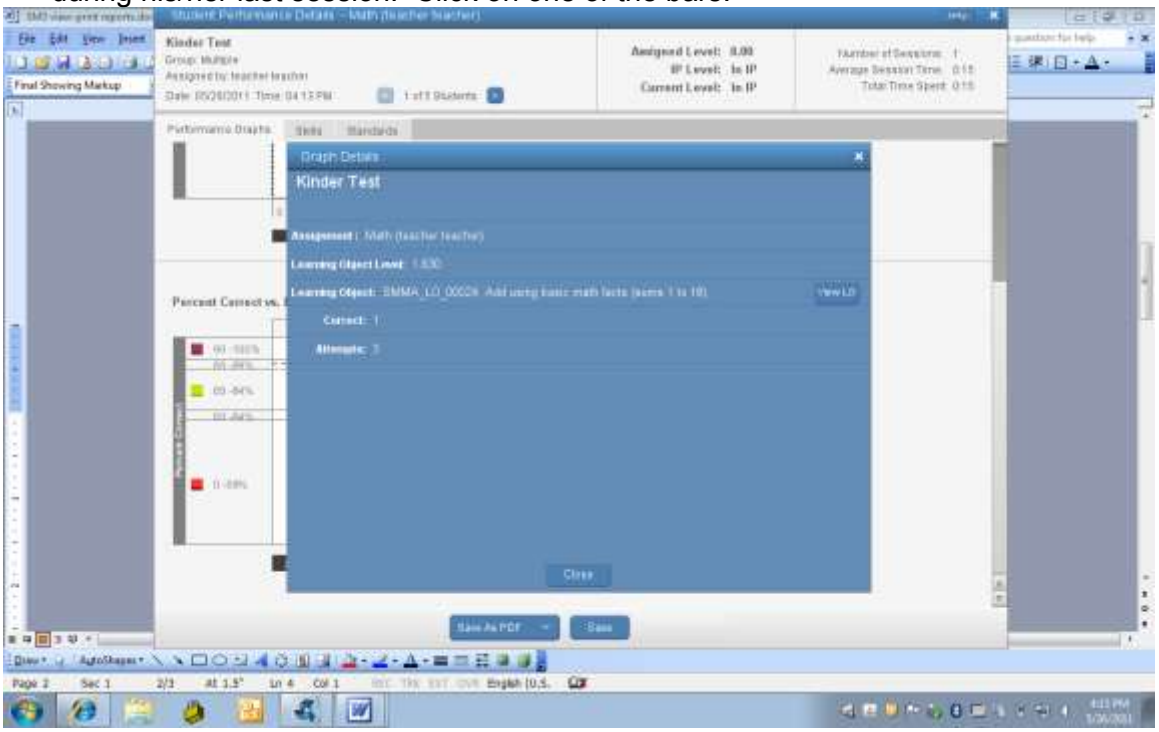
Click on the Current Average for the student. (The bar in color)



You will get a graph of the student's last session



Each vertical colored bar represents a Learning Objective (LO) that the student did while on SuccessMaker during his/her last session. Click on one of the bars.



A blue box appears showing you the LO that the student worked on with the number of attempts and the number correct on those attempts.

If you click on View LO, the actual LO will come up and you can work with the student one-on-one on the skill.

You are not using a license.
You are not putting any data in the students queue.

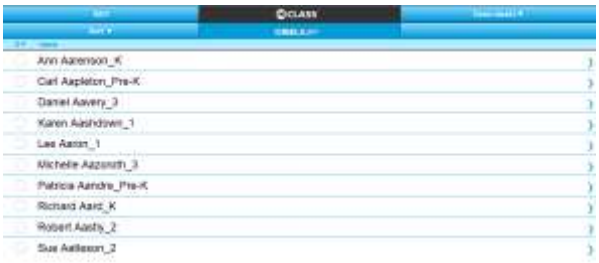
DIBELs Next

Click the shortcut for DIBELs that is on your desktop.

Log in to DIBELs Next using your mClass login and password (same from last year)

Click the link for DIBELs Next

Your class list is displayed…click on a student to begin testing



Choose between Benchmark and Progress Monitoring

Available assessments are marked by the hand icon

Click start to begin the assessment

Use the mouse to mark responses during the assessment

To exit an assessment in progress, click the up arrow and choose “exit and invalidate”

To change the assessment period, click on the BOY tab at the top left corner of the window. Choose between BOY, MOY, and EOY assessments
The corresponding assessments will now be available when you select the student

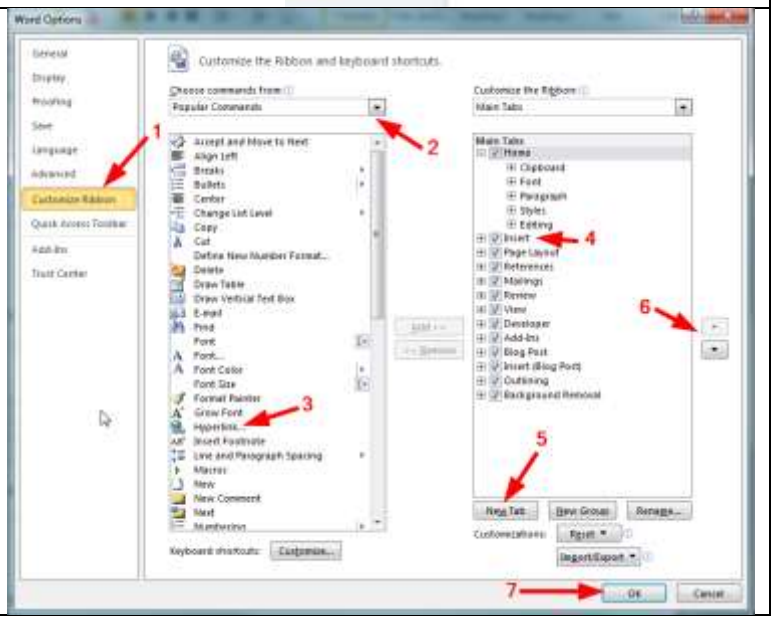
To exit DIBELs, click on the mClass button on the top bar

You can choose to go to the mClass website for reports, or log out

For information on the changes within the assessments please visit :
http://bitcast-a.v1.o1.sjc1.bitgravity.com/wgen/DIBELS_Next/Tutorial.swf

Office 2010

Customizing the ribbon:

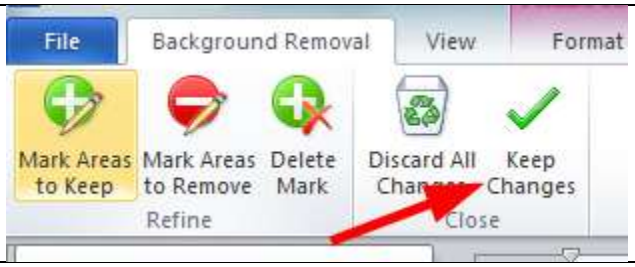
Select “File” and “Options”	
1. Select “Customize Ribbon” from the menu 2. From the drop down menu, choose the category of commands you would like to choose from 3. Select the command you want to add 4. Select the tab you would like to add it to 5. OR – create a new tab of your own! 6. Highlight the tab name and click the up or down arrow to move it in the order 7. Select “OK” to save your changes	

Inserting Screenshots (Windows 7 – not Windows XP):

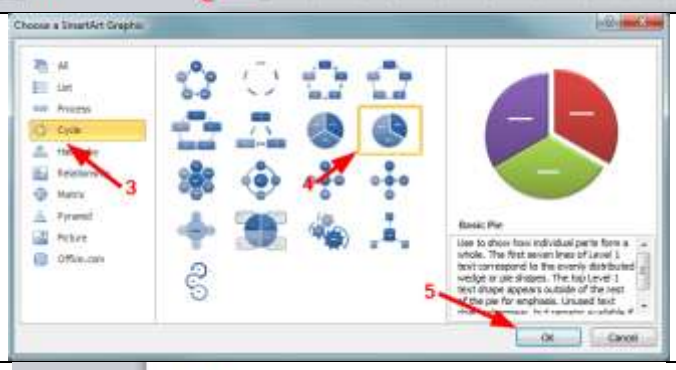
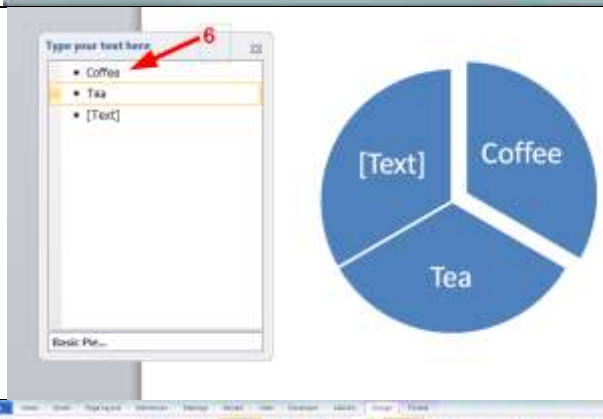
1. Select the “Insert” tab 2. Click on “Screenshot” 3. Choose an active window 4. OR – choose “Screen Clipping” to highlight a portion of a screen	

Remove Background tool:

Click on the picture you want to work on. (eight dots will appear around the perimeter of the picture)	
A new tab titled “Format” will appear and give you the tool “Remove Background”	
The picture background will turn pink. Make sure to adjust the frame so that your whole image is inside (note the turkey’s tail is not all in the frame)	

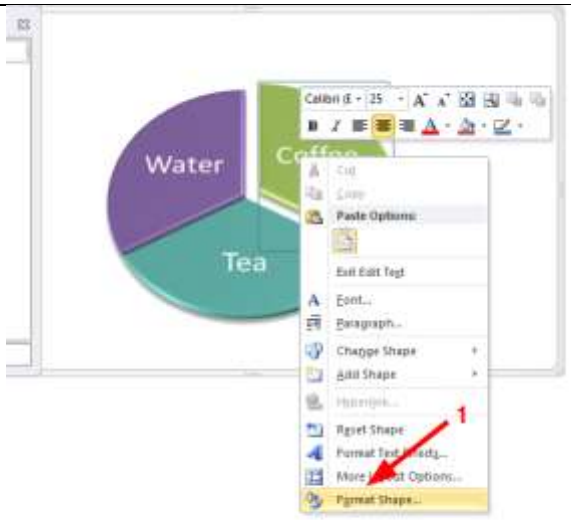
If additional areas need to be kept or removed, select the appropriate button and click the areas on the picture. When you are done, select “Keep Changes”.	

Smart Art:

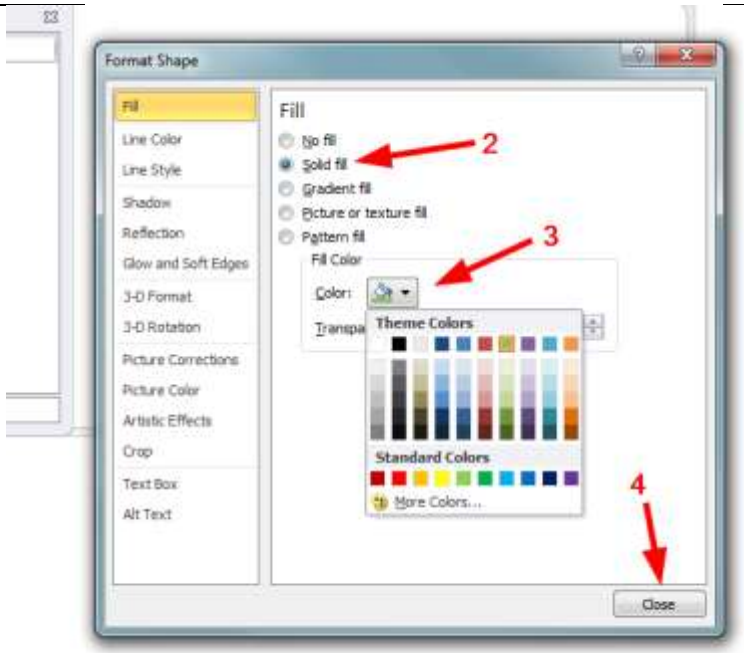
1. Select “Insert” 2. Click “Smart Art”	
3. Choose the category 4. Select the graphic you want 5. Click “OK”	
6. The graphic and a text entry window will appear. When you are done, click on an area of your document that is away from the graphic.	
Once your graphic is created, you can: 7. Edit the sections 8. Change the type of graphic 9. Change the colors 10. Alter the style of the graphic	

To change the colors of your graphic:

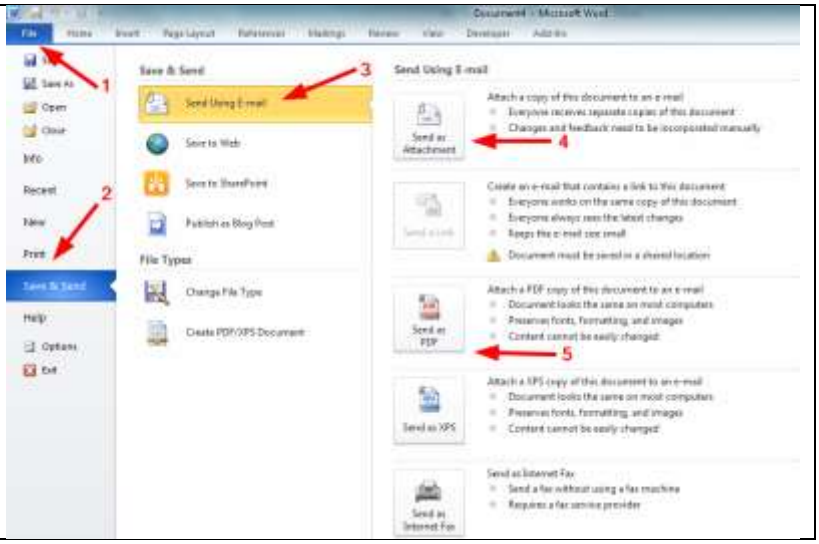
1. Right click on the graphic and select "Format Shape"



2. Select the type of fill you want
3. Choose the color
4. Select "Close"

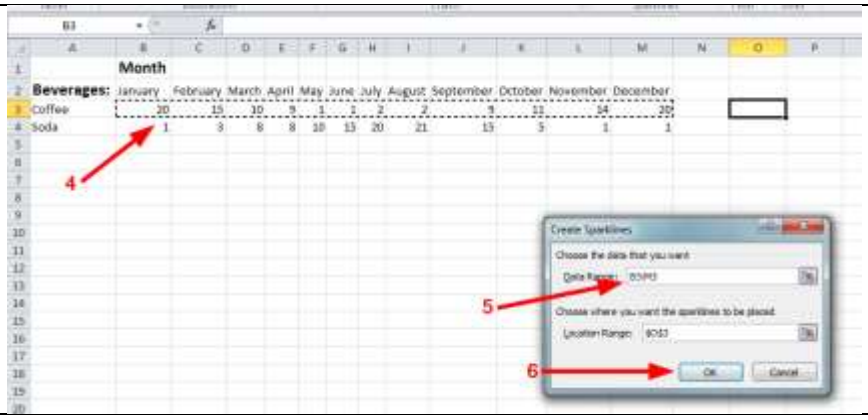


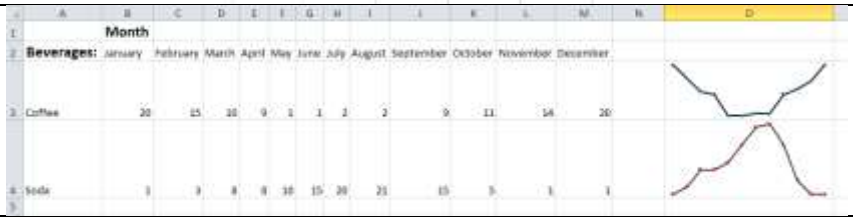
Save and Send:

1. Select “File” 2. “Save & Send” 3. Choose “Send Using E-mail” 4. Choose either “Send as Attachment” 5. OR “Send as PDF”	

EXCEL

Spark Lines:

1. Select the cell you want the graph in 2. Click on the “Insert” tab 3. Choose the type of Sparkline you would like	
4. Highlight the cells you want the Sparkline to represent 5. Verify that it includes all the cells you want 6. Click “OK”	

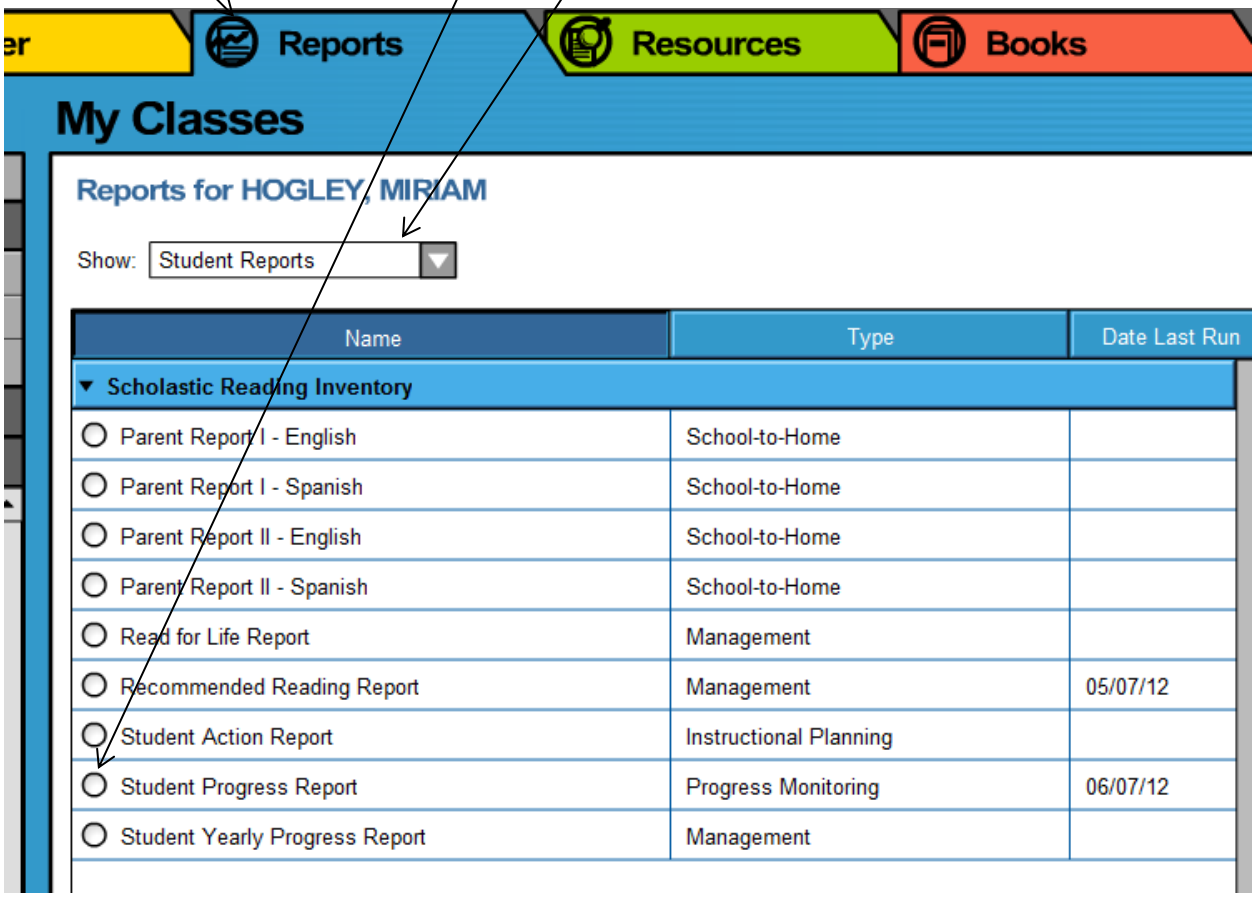
To change the appearance of your Sparkline: 7. Click on “Sparkline Color” 8. Choose the color you want the line to be 9. Choose the weight	
*You will need to resize the cell the Sparkline is in so that it represents the data accurately.	

END OF YEAR REPORTS

These reports goes in students' cumulative files: The district has links to all of the necessary websites on the www.rentonschools.us/start

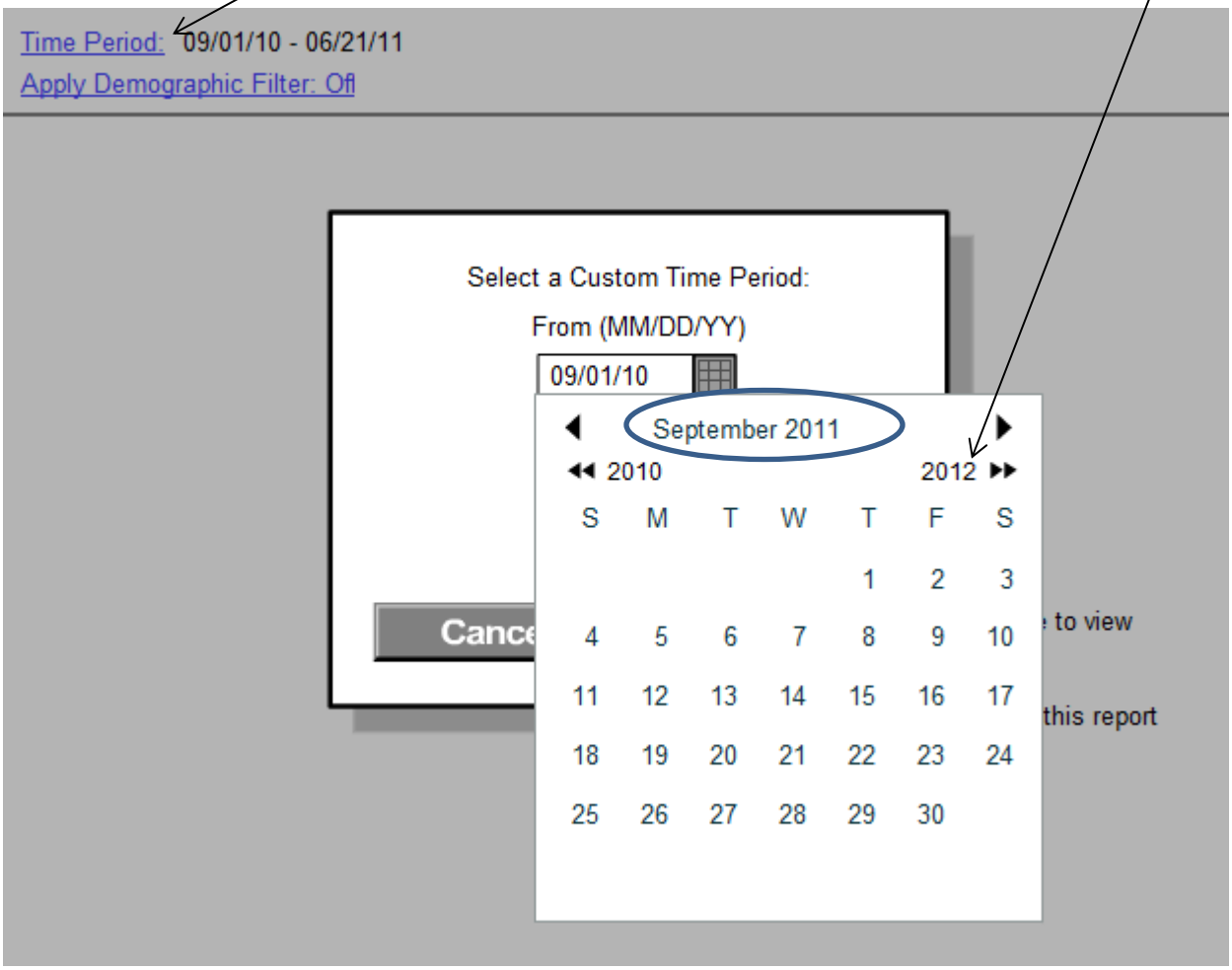
SRI results:

1. Select Scholastic Achievement Manager (under Other Top Resources)
2. Click on picture
3. Login is firstnamelastname (no dot or space), password is newrsd403
4. Click on Reports
5. In the dropdown menu, select student reports
6. Select Student Progress Report.



7. Select Run Report

8. **Make sure to change the Time Period!!** To do this, select time period, change the 'from' year in the calendar, select September 1, 2011, change the 'to' year and select June 21, 2012.



9. Click Run report
10. Click on Print Preview, **Even though the report does not show, it will after you click run report.**
11. Print

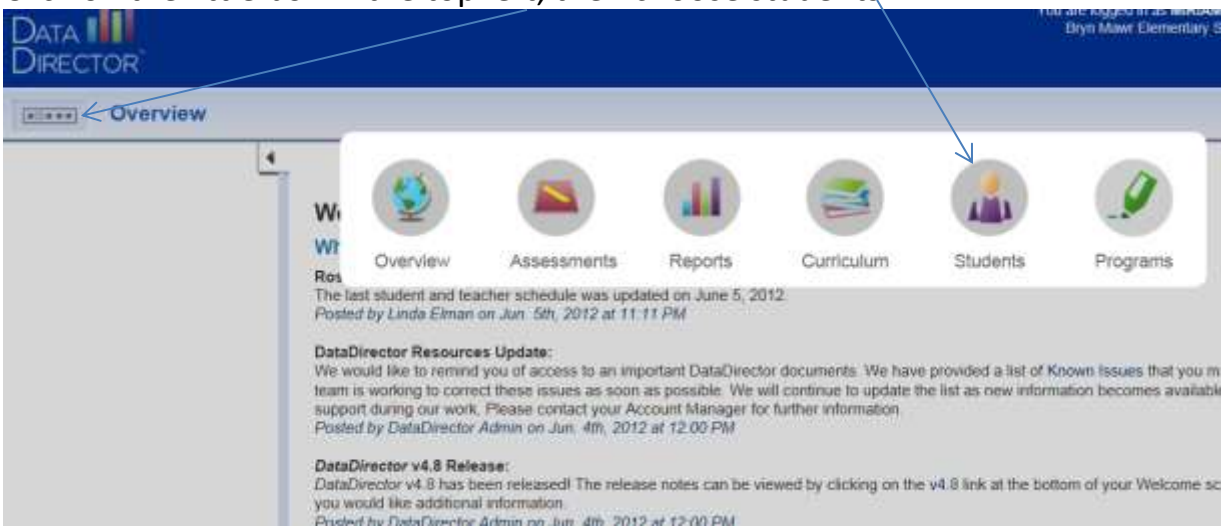
Individual Student Performance Profile DIBEL/End of Year Progress Report :

1. Go to mClass Dibels- Data
2. Log in
3. Click Enter Dibels Next

4. Click on (blue) Summary at top of page
5. Click on Printer Friendly
3. Select "All Student Summaries"
4. Print!

Math Benchmark Assessments:

1. Go to Data Director
2. Login
3. Click on the little box in the top left, then choose students.



4. Check your grade level
5. Select Go
6. Click on student's name
7. Print

These reports goes home to parents:

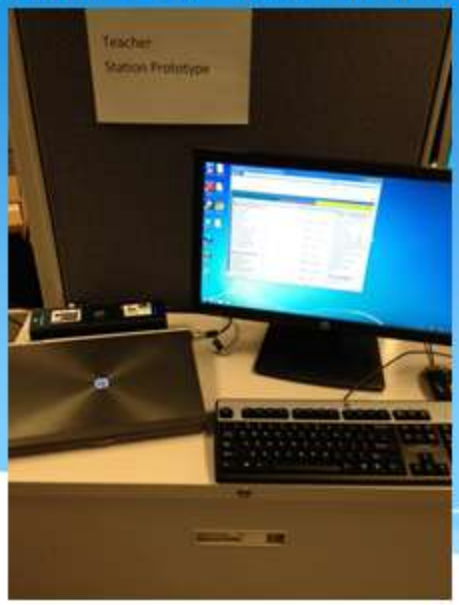
Individual Student Performance Profile
(see directions above)

DIBELS Parent Letter in MClass:

1. Go to mclass
2. Log in
3. Click Enter Dibels Next
4. Click on "Now What? Tools" – blue box at upper left hand corner. Select Home Connect from drop down menu.

5. Select whether you want letters in English or Spanish for each child. (If printing all in English, simply choose "select all")
6. Go to bottom of page and click Generate Letters
7. Once letters are ready, click on "open home connect letters"
8. When the letters appear – print away!!!

RSD STAFF LAPTOP TRAINING



WHAT IS INCLUDED

- Docking station
- AC Power Adapter
- Keyboard
- Mouse [Rechargeable, Wireless]
- Monitor
- Video Projector Out
- Lock Cable
- Extended Battery
- Case

DOCKING/UNDOCKING

* Docking
  * Check "Nubbins"
  * Align notches
  * Press firmly
* Undocking
  * Press eject button on right
  * Lift straight up

Press Play ->

SECURING LAPTOP

* Cable-lock
  * Press and twist to secure
  * Key cannot come out when in unlocked position
  * Building Technology Assistants have master keys
  * Cable secures to desk then docking station then laptop
  * Remains secured to desk

Press Play ->

TRANSPORTING

* Theft avoidance tips
  * Car – Place out of sight when **first** getting in car.
  * Other locations – Keep laptop with you.
  * (Cable-locks are a deterrent; not a theft-proof solution)
  * Under car seats NOT generally a good idea (no ventilation and generally where heat register is located).

HOME USE

* PASSWORD PROTECT!
  * Your password is your key; do not give it to your partner and/or children
  * YOU are responsible for their usage/internet history/etc.
  * This laptop is a tool not a toy.

SOFTWARE

* Considerations:
  * Licensing – Must have legal copies of all software
  * Malware – Laptops scanned when in district
  * Reimaging – If IMS can't diagnose/repair quickly
  * Software conflicts- may lead to re-imaging
  * SOME local admin rights (not sure to what degree yet)
  * 4000+ printers are "Plug-N-Play" (no additional installation needed for home printer/scanner).

WIRELESS

* RSDW
  * Logging into laptop auto connects to district wireless.
* Home/Other Networks
  * If not wireless at home, use a data cable. Connecting will be automatic.
  * With WiFi, click on on lower right of desktop, click on the name of the network and enter password (if applicable)
  * Laptop SHOULD remember and auto-connect every time after.
  * ONLY connect to sites you know AND trust!

MULTIPLE MONITORS

* WIN+P – The button between Ctrl and Alt on bottom left

makes the below choices appear:

* Mirrored display = Everything is identical
* Extended display = Adds another screen's worth of space

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BATTERY

* Extended-life battery (11-12 hours of power)
* Battery remains attached when docked (charges too)
* Power management
  * Can adjust when sleeps, dims, etc.
  * Laptop still on when shut and undocked
  * Will need to put it to sleep/shut down when undocked and unused for prolonged periods (see video on next slide)

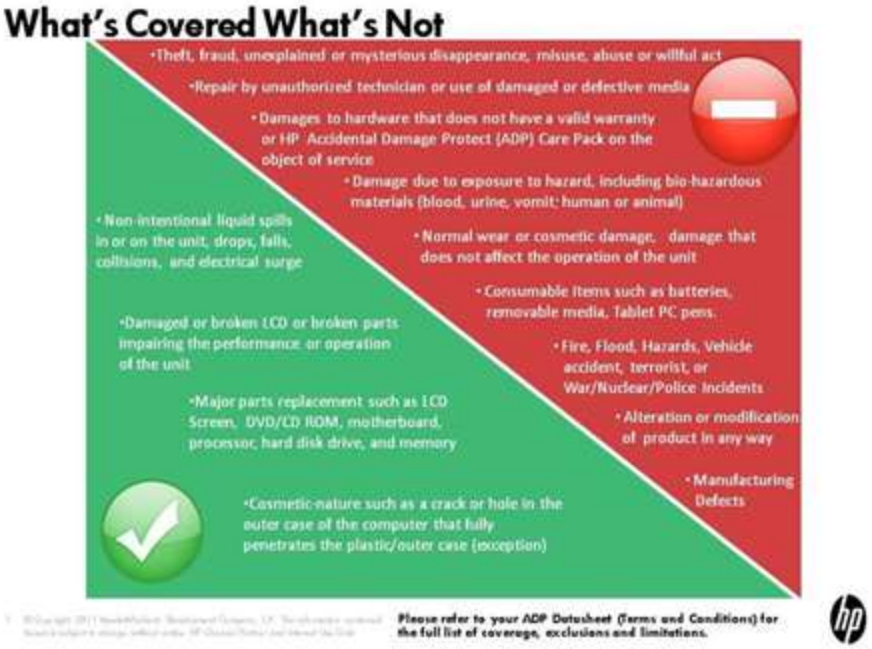
BATTERY

* Laptop still on when shut and undocked
* Will need to put it to sleep/shut down when undocked and unused for prolonged periods

Press Play ->

LAPTOP PROTECTION

- Stolen – CompuTrace - **Report immediately!**
  - Email to HelpDesk – With brief explanation of how and when it was stolen
  - Get computer name and serial number from IMS to append police report.
- Damaged? - ADP [Accidental Damage Protection]
  - **COVERED** - If you are carrying it without a case as you head between meetings/classes and you drop it.
  - **NOT COVERED** – If a pet urinates on your laptop when you have it at home.
  - If at home use results in non-covered damage that necessitates replacement, you will be paying for the replacement.


What's Covered What's Not
•Theft, fraud, unexplained or mysterious disappearance, misuse, abuse or willful act
•Repair by unauthorized technician or use of damaged or defective media
• Damages to hardware that does not have a valid warranty or HP Accidental Damage Protect (ADP) Care Pack on the object of service
• Damage due to exposure to hazard, including bio-hazardous materials (blood, urine, vomit: human or animal)
• Non-intentional liquid spills in or on the unit, drops, falls, collisions, and electrical surge
• Normal wear or cosmetic damage, damage that does not affect the operation of the unit
• Consumable items such as batteries, removable media, Tablet PC pens.
•Damaged or broken LCD or broken parts impairing the performance or operation of the unit
• Fire, Flood, Hazards, Vehicle accident, terrorist, or War/Nuclear/Police Incidents
•Major parts replacement such as LCD Screen, DVD/CD ROM, motherboard, processor, hard disk drive, and memory
• Alteration or modification of product in any way
• Manufacturing Defects
•Cosmetic-nature such as a crack or hole in the outer case of the computer that fully penetrates the plastic/outer case (exception)
Please refer to your ADP Datasheet (Terms and Conditions) for the full list of coverage, exclusions and limitations.

WEBCAM

* Webcam is also on monitor
* Policy:
  * While at no point is any district personnel authorized to remotely activate, access, and/or view, cameras or GPS activities attached to district technology resources without the user's knowledge, there is potential for virus, hacking, and/or malicious software to access cameras and GPS; therefore users should take appropriate precautious as to what the camera can view or where it is located when powered on. This procedure does not remove the authority of district security personnel or law enforcement officers to view facilities' security cameras and recordings.
  *
  * While a person is actively using district technology resources cameras and/or GPS technology and are transmitting information over a network, it can be monitored, viewed, and intercepted similar to any other data as outlined and in accordance with board policy or district procedure.
  *
  * If a technology resource is reported stolen the vendor administering the anti-theft software is authorized to use the following technical means to recover the resource to include without limitation: internet traffic analysis, wireless radio frequency tracking, GPS location tracking, camera image capture, and/or any other means outlined in the contract with the vendor.

WEBCAM cont.

* Webcam is also on monitor
  * Start->All Programs->HP->HP Webcam
  * To turn on camera in monitor, launch MovieMaker
    * Webcam video->Available webcams: HP 720p HD Monitor Webcam

SPARE/LOANER PROCEDURE

* I forgot my laptop at home:
  * DON'T!
* Both my sub and I need computer access:
  * Subs have own login. Have lesson plans where they can access them.
  * There will be PLENTY of loaners on-site.
  * Goal is to have consistent process across buildings.
  * IMS and Instructional Tech will work with each building to develop and communicate a workable process of loaning out laptops within the building.

TECH SUPPORT

* No support
  * Weekends
  * Holidays
  * Evenings
* Re-image possible if cannot be quickly diagnosed and repaired.
  * Plan accordingly! Back-up, back-up, back-up….
* Techs will come to buildings %99.9 percent of the time for repair/re-image jobs

DRIVE MAPPING

* W Drive = Staff documents on server (backed-up daily)
* S Drive = Student Folders (Backed-up daily) Allows teachers to put/get documents into/out of student folders.
* X Drive = Department(s) drive on server (backed-up daily) used as shared dept. space.

DRIVE MAPPING (CONT.)

* P Drive = Public Drive at buildings (backed-up daily) accessible to both staff and students. UNSECURE! Student/staff work CAN be accessed by other students/staff.
* C Drive = Hard drive on computer itself (NOT backed-up automatically!) There is a documents folder on this drive that syncs to your documents folder on the W drive when the laptop is back within the RSD network.

SYNCING AND OFFLINE FILES

* Syncing
  * Default will be "all files accessible when offline"
  * Will re-sync with server when back in RSD network
  * Your Internet Explorer favorites migrate with all computers with Windows 7.
* Accessing files outside RSD/
  * SharePoint – will need to manually upload to the documents section of "my site".
    * When outside district, login with district credentials: rsdnet\fname.lname then district password.
  * SWIFT – Manually upload to Documents section
  * Outlook (Attachments may be scrubbed by RSD mail server)

Odds and Ends

* Outlook will not remember "auto-addresses"
  * Mail program being launched for the first time on laptop will ask for name and initials.
  * Program will need to re-learn "auto-addresses".
  * CREATE a signature! Include name, building, phone #, link to SWIFT site.
* Desktop Migration
  * Early adopters will have both computers and manually migrate his/her desktop.
  * All teacher computers backed-up and data will be accessible after refresh.

Odds and Ends cont.

* Use docking station power button
  * Located on left side of station
  * Dock laptop THEN use power button to start up
* Multi-touch track pad features can be adjusted in control panel.
* When buying personal peripherals (printers, scanners, etc.) look for 64 bit Windows Enterprise compatible.